

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 10, 2012

5 Library President Joan Pedrick convened the meeting at 9:07 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Alan Lichter, Rachel Newcombe, Margaret  
7 Payne, and Donna Riordan; Library Director Phil Heikkinen, staff member Nita Couchman;  
8 Friends Secretary Jean Soderquist; and Volunteer Ellen Goldberg. A community member  
9 was also in attendance.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** –Joan moved election of officers to  
12 the end of the agenda; also, she scheduled an additional executive session for 10 am, for  
13 discussion of potential litigation with legal counsel; at Donna’s request, Joan tabled  
14 discussion of the Bulletin Board and Exhibit Policy until next month.

15 **ROUTINE MATTERS**

16 Minutes: The Board reviewed the December 13, 2011 Regular Board Meeting  
17 Minutes. Rachel made a **MOTION** to approve the Minutes as presented; Donna seconded,  
18 and the **MOTION** passed unanimously.

19 Vouchers and Payroll: Donna said she had reviewed the invoices and payroll for the  
20 current period. She said that she is working to increase her understanding of vacation and  
21 comp time. She also reviewed the corrected payroll for December, to which is added Med-  
22 Evac insurance reimbursement.

- 23 • 12/15/2011 Invoice Accounting Report \$8,152.35
- 24 • 12/20/2011 Invoice Accounting Report \$2,545.46
- 25 • 12/28/2011 Invoice Accounting Report \$2,618.06
- 26 • 1/4/2012 Invoice Accounting Report \$1,827.67
- 27 • January 2012 Payroll \$25,472.77

28 Donna made a **MOTION** to approve all current payments; Margaret seconded, and  
29 the **MOTION** passed unanimously. Joan made a **MOTION** to approve the modified payroll  
30 for December; Alan seconded, and the **MOTION** passed unanimously.

31 **PUBLIC COMMENT** – None

32 **PLANNING & PRIORITIES**

33 Crossroads Lecture Series Update: Joan said that this would be discussed in  
34 Executive Session.

35 Board Retreat Agenda: The Board talked about organizing the agenda into sections  
36 including staff/board brainstorming (2 hrs); staff compensation/benefits (2 hrs);  
37 finances/budgeting/reserves/budget amendment/forecasting/fees (2 hrs); and building  
38 addition (1 hr). It is scheduled from 8:30 to 4 pm on January 31 at the Episcopal Church’s  
39 Benson Hall, with a working lunch.

40 The Board also talked about such issues as a general versus specific focus, or how  
41 much visioning and how much detailed training; and what content to include in the  
42 combined staff-board session; and including a teambuilding portion. Alan will continue  
43 working on agenda items with input from the Board and Phil (incorporating staff input).

44 **NEW BUSINESS**

45 Relevant News and Issues: Nothing to report.

46 Director's Report: Phil reviewed his report. Items of discussion included the Orcas  
47 Reads kickoff and subsequent events; development of the trial plan to charge fees for  
48 overdue ILLs, along with discussion about details of our current ILL use and costs; how  
49 best to report on network uptime; format of items included in the Board packet; Live Mocha  
50 costs; flex plan changes; ILS replacement process, including both timeline, testing process,  
51 staff input, and costs; and the informal group calling itself the Orcas Community Council.

52 Friends of the Library: Nothing to report; the Friends Board held no meetings in  
53 December and January.

54 **REPORTS FROM ACTIVE COMMITTEES**

55 Reports were deferred until next month.

56 **PUBLIC COMMENT** – Kevin Sloan commented about options for cutting expense items,  
57 and asked how best to contribute to the budget process. Phil offered to meet with Kevin;  
58 and Joan invited him to attend budget meetings.

59 **CALENDAR** – no new discussion.

60 **The Board took a break from 10:05 a.m. to 10:13 a.m.**

61 **EXECUTIVE SESSIONS**

62 At 10:13 a.m., the Board moved into Executive Session to discuss potential litigation with  
63 legal counsel representing the agency, pursuant to RCW 42.30.110. At 11:17, the Board  
64 moved back into Open Session. Donna made a **MOTION** that the Board ask Adina  
65 Cunningham to draft a letter to the State Auditor's Office seeking clarification on the  
66 proposed transfer of dedicated Crossroads Lecture Series funds to the new Crossroads  
67 nonprofit corporation, with the letter to be signed by the Board President or Director. Alan  
68 seconded. The **MOTION** passed unanimously.

69 At 11:22, the Board moved into Executive Session to discuss the performance of a public  
70 employee pursuant to RCW 42.30.110. At 11:58 a.m. the Board moved back into Open  
71 Session. The Board announced an additional Executive Session at end of the January 31  
72 Board Retreat.

73 **OFFICER ELECTION AND COMMITTEE ASSIGNMENTS**

74 Joan nominated Alan Lichter as President; Rachel seconded. The **MOTION** passed. Donna  
75 nominated Joan as Vice-President; Rachel seconded. The **MOTION** passed. Rachel  
76 nominated Margaret as Secretary; Joan seconded. The **MOTION** passed. Alan appointed  
77 Donna as Finance Chair; Donna and Margaret as Facilities and Systems Co-Chairs; Alan  
78 stayed on as Collection Management Chair (with Margaret to learn more about it); Rachel  
79 as Community Relations Chair; and Joan as Policy and Personnel Chair.

80 There being no additional business, the meeting was adjourned at 12:10 p.m.

81 Submitted by Phil Heikkinen.

82 Approved

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# ORCAS ISLAND LIBRARY DISTRICT



## Library Board Retreat

January 31, 2012

### Agenda

- 9:00 Introduction
  - Additions or modifications
- 9:05 Staff and Board brainstorming session
  - Vision and mission of the Library
  - Building expansion ideas
- 10:30 Break
- 10:45 Staff compensation system
- 12:15 Lunch
  - Teambuilding exercise
- 1:00 Budget/Financial
  - Overview, forecasting
  - Reserves, mid-year budget amendment
  - Fees for services
- 2:30 Break
- 2:35 Building expansion discussion
- 3:30 Assistant director discussion
- 4:00 Executive Session (following up on the Review of the Director)
- 5:00 Adjournment

### 24 Introduction, Additions and modifications

Board President Alan Lichter began the retreat at 9:03 am in Benson Hall of the Episcopal Church, in Eastsound. Other attendees included Trustees Donna Riordan, Joan Pedrick, Rachel Newcombe, and Margaret Payne; also, staff members Mary Pugh, Tony Ghazel, Nita Couchman, Karen Hiller, Holly King, Martin Arnold, and Library Director Phil Heikkinen.

Alan added discussion of the Crossroads transition to the agenda under Budget/Financial; and added discussion about the possibility of a new Assistant Director position for the Library under Staff and Board brainstorming session.

### 32 Staff and Board brainstorming session

Alan led a discussion about ways to improve library services to the public, and ways to reduce the quality of library services, or to make library users feel unwelcomed, describing this exercise as a way of helping us to think outside the box.

Some of the responses to the first part included: More comfortable seating; Fireplace; Espresso machine; Music performances; Funding for staff to go to school for continuing education; Health memberships for staff.

Some of the responses to the second part included: No answering questions; No volunteers; Bedbugs; No Wi-Fi; No weeding; No reserves.

41 The Board and staff next talked about the possibility of adding an Assistant Director position to the Library.  
42 Attendees brainstormed possible advantages and disadvantages to this idea.

43 Due to time constraints, the discussion about a possible building addition was short. The Board and staff will  
44 be looking further into this idea in the coming months.

#### 45 **Staff Compensation Discussion**

46 Joan Pedrick led the discussion about such options as a step system versus a standard across-the-board  
47 increase; the concept of merit and how best to implement it; generic leave time or PTO (paid time off) versus  
48 sick and vacation leave; wellness incentives; how the Library uses compensatory time; how to determine  
49 COLA (cost of living adjustment); and possible incentive-based pay increases or bonuses. The ala-apa.org has  
50 a lot of good information about these issues. Some of the discussion included career versus job focus; how to  
51 make a system most workable; work performance in the context of life/family factors; the idea of satisfaction  
52 from meaningful work for which one is recognized (going beyond monetary compensation). The Board will  
53 look further into this with staff input, led by Joan and Rachel.

54 **Lunch/Teambuilding exercise:** Margaret led an exercise in which paired attendees shared some of their  
55 personal experiences and traits through an interview process.

#### 56 **Budget/Financial Discussion**

57 Donna introduced this topic, which included information from Phil, Mary, and former Trustee Lois Cornell  
58 (who joined the retreat midway). Some of the content included details about revenues; budget projection  
59 modeling; how to assess the bottom-line financial health of the Library; and how best to use reporting tools.

#### 60 **Building Expansion Discussion**

61 Alan introduced this topic, with input from Phil and Lois Cornell about two previous efforts in 2003-04 and  
62 2009. Discussion included floor plans, priority needs for use of additional space; how to fund construction  
63 and increased operating costs; how to raise private funds; how or whether to combine a levy lid lift campaign  
64 for regular operating costs with a campaign for the incremental costs associated with an expansion; and next  
65 steps, including discussion at the February regular Board meeting.

#### 66 **Assistant Director Discussion**

67 The Board discussed the staff feedback from the morning session, and decided to no longer investigate the  
68 possibility of adding an Assistant Director position.

69 **At 3:55 pm, the Board entered an Executive Session for Review of the Director.**

70 At 5:00 pm, the Board came back into public session with no action taken. Board President Alan Lichter  
71 adjourned the Retreat.

72 Submitted by Phil Heikkinen, Library Director

73 \_\_\_\_\_  
74 Board Secretary

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 14, 2012

5 Library President Alan Lichter convened the meeting at 9:03 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne, Joan  
7 Pedrick, and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh  
8 and Nita Couchman; Friends President Pierrette Guimond. A community member was also  
9 in attendance.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** –Alan added an Executive Session  
12 for review of a public employee’s performance.

13 **ROUTINE MATTERS**

14 Minutes: Board reviewed the January 10, 2012 Regular Board Meeting Minutes.  
15 There was a misspelling on line 53. Donna made a **MOTION** to approve the Minutes as  
16 corrected; Joan seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Donna presented the invoices and payroll for the current  
18 period. Donna said she worked on language for the signature page that more accurately  
19 reflects the status of the invoices and vouchers.

- 20 • 1/17/2012 Invoice Accounting Report \$6,586.15
- 21 • 1/24/2012 Invoice Accounting Report \$4,307.10
- 22 • 1/27/2012 Invoice Accounting Report \$874.38
- 23 • 2/6/2012 Invoice Accounting Report \$6,101.81
- 24 • February 2012 Payroll \$25,607.83

25 Joan made a **MOTION** to approve all current payments; Rachel seconded, and the  
26 **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – Pierrette discussed the status of landscaping maintenance.

28 **PLANNING & PRIORITIES**

29 Crossroads Lecture Series Update: The Board discussed the draft of the agreement,  
30 letter to donors, types of donations, status reports, and whether the Board or the Director  
31 should sign. Joan made a **MOTION** to authorize the Director to execute the Letter of  
32 Agreement, as approved by the District’s legal counsel, and including a reference to provide  
33 funding status reports, and which said Agreement transfers donor funds from the District  
34 to Orcas Crossroads. Margaret seconded, and the **MOTION** passed unanimously.

35 Board Retreat Follow-up: Action items include a review of staff compensation, a  
36 committee to explore building expansion with the development of a work plan to determine  
37 needs and funding. Public Comments were received on the building expansion and funding.

38 **The Board took a break from 9:59 a.m. to 10:04 a.m.**

39 **NEW BUSINESS**

40 Relevant News and Issues: Nothing to report.

41 Director's Report: Phil reviewed his report. The Board discussed ILL overdue fees;  
42 exam proctoring; the new Life-Long Learning model; children's book club; the Orcas Reads  
43 program; and the upcoming PLA Conference.

44 Friends of the Library: Pierrette reported on a membership drive and the upcoming  
45 Winter Booksale. Rachel will attend the March Friends meeting. Nita thanked the Friends  
46 for the continuing support of the children's book club, *Table of Contents*.

#### 47 **REPORTS FROM ACTIVE COMMITTEES**

48 Collection Management: Alan reported the next meeting to be Friday February 17<sup>th</sup>,  
49 where they will elect a new chair person.

50 Community Relations: There was no report.

51 Facilities & Systems: Margaret reported on her meeting with Kevin and Pierrette.  
52 Phil said he is getting quotes to repair the concrete curbs and gutters.

53 Finance: Donna updated the ILS research; tracking the Expenditure Status Report  
54 (ESR); and changing the language on the voucher signature sheet to reflect the current  
55 payment process.

56 Policy & Personnel: Joan acknowledged Children's Librarian Nita Couchman's 7<sup>th</sup>  
57 anniversary with a card from the Board.

58 Donna expressed her concern that a recent display in the lobby case was inaccurate,  
59 although stating that in light of existing policy and standard of practices in public libraries,  
60 she didn't propose a policy revision. After Board discussion, Phil offered to post part of our  
61 display policy as a disclaimer.

62 The Board discussed the *Open Staff Hours Procedure* on allowing allocation of  
63 available hours to multiple positions. Margaret made a **MOTION** to approve the change to  
64 "In the event that there are eight open hours per week or more to be filled *for an individual*  
65 *staff position...*" Joan seconded, and the **MOTION** passed unanimously.

66 **PUBLIC COMMENT** – Kevin Sloan commented about charging for late ILLs.

67 **CALENDAR** – Phil confirmed with the Board that regular board meetings will be held on  
68 the 2<sup>nd</sup> Tuesday of each month beginning at 9:00 a.m.

69 Margaret said it is the 20<sup>th</sup> anniversary of the building and asked about celebration  
70 plans. Phil said that staff member Kathy Lunde was in charge of the committee.

71 **The Board took a break from 11:10 a.m. to 11:14 a.m.**

#### 72 **EXECUTIVE SESSIONS**

73 At 11:15 a.m., the Board moved into Executive Session to discuss the performance of a public  
74 employee pursuant to RCW 42.30.110. At 11:50 a.m. the Board moved back into Open  
75 Session. The Board discussed using a consultant for staff development.

76 There being no additional business, the meeting was adjourned at 11:53 a.m.

77 Submitted by Mary Pugh.

78 Approved

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 13, 2012

5 Library President Alan Lichter convened the meeting at 9:03 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne, Joan  
7 Pedrick, and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh  
8 and Nita Couchman; and Friends President Pierrette Guimond. A community member was  
9 also in attendance.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel asked to include National  
12 Library week under the Community Relations. Donna asked to discuss the Library’s 20<sup>th</sup>  
13 Anniversary under Relevant News.

14 **ROUTINE MATTERS**

15 Minutes: Board reviewed the January 31, 2012 Retreat Minutes. There was a  
16 misspelling on page 2. Donna made a **MOTION** to approve the Minutes as corrected;  
17 Rachel seconded, and the **MOTION** passed unanimously. The February 12, 2012 Regular  
18 Board Minutes were reviewed. Donna made a correction to line 92. Donna made a **MOTION**  
19 to approve the Minutes as corrected; Margaret seconded, and the **MOTION** passed  
20 unanimously.

21 Vouchers and Payroll: Donna presented the invoices and payroll for the current  
22 period. Donna said the signature page language now reflects the status of the invoices and  
23 vouchers.

24	•	2/16/2012	Invoice Accounting Report	\$7,368.83
25	•	2/22/2012	Invoice Accounting Report	\$5,027.17
26	•	2/27/2012	Invoice Accounting Report	\$19,000.00
27	•	2/27/2012	Invoice Accounting Report	\$2,792.56
28	•	3/6/2012	Invoice Accounting Report	\$3,471.81

29 Donna made a **MOTION** to approve all current payments; Rachel seconded, and the  
30 **MOTION** passed unanimously.

31	•	March 2012 Payroll		\$25,324.79
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33 Donna made a **MOTION** to approve March 2012 payroll; Margaret seconded, and the  
34 **MOTION** passed unanimously.

35 **PUBLIC COMMENT** – Pierrette had information about the Orcas Fire Department  
36 personnel contracts and their use of merit pay. Phil said the information would be included  
37 in the compensation review later this year.

38 **PLANNING & PRIORITIES**

39 Board & Staff Retreats: The Board discussed the use of a consultant and letter of  
40 agreement. **Based on consultation with the Library’s counsel**, Joan made a **MOTION** and  
41 Donna seconded, for the **Board to adopt** a 2012 professional services agreement for Ruth  
42 Metz for ~~Trustee and staff development~~ **leadership training for the Director**. The **MOTION**  
43 was amended to include Trustee and staff development. The **MOTION** passed unanimously.

44 Joan made a **MOTION** to have Ruth Metz facilitate a Board Retreat on April 10<sup>th</sup> and a  
45 staff retreat on April 11<sup>th</sup>. Margaret seconded, and the **MOTION** passed unanimously.

46 Exploration of Building Project: Alan had information that could be used as a  
47 themed capital project, incorporating the Library's 20<sup>th</sup> Anniversary, called 20/20. The  
48 Board discussed whether it is the right time to begin a discussion on expansion, funding,  
49 timeline, the additional operating revenue needed, and next steps. Donna would like to  
50 update the information Lois provided at the January 31<sup>st</sup> retreat, and have each Trustee  
51 ask five questions that would need to be answered before continuing. Phil asked the Board  
52 to send their lists to him so he could consolidate everything for the April meeting.

53 **The Board took a break from 10:10 a.m. to 10:19 a.m.**

#### 54 **NEW BUSINESS**

55 Relevant News and Issues: Library's 20<sup>th</sup> Anniversary: Donna asked for an update  
56 on the celebration plans. Phil said that staff member Kathy Lunde was in charge. Kathy is  
57 forming a committee of volunteers and Friends members. Margaret suggested incorporating  
58 20<sup>th</sup> Anniversary on all publications, correspondence, programming, and so on.

59 Director's Report: Phil reviewed his report. The Board discussed the Orcas Reads  
60 program, substitute hours, ILL overdue fees, fees for services, and the upcoming PLA  
61 Conference.

62 Friends of the Library: Pierrette reported on the very successful Winter Booksale.

#### 63 **REPORTS FROM ACTIVE COMMITTEES**

64 Collection Management: Alan reported the new chairperson is Donna McKee. Phil  
65 said the committee will be included in weeding areas of the collection. Phil added that  
66 volunteer Maureen Barnett, who has extensive library weeding experience, would also be  
67 contributing.

68 Community Relations: Rachel said she is working on publicity for Money Smart  
69 Week, entitled *The Language of Money*. Rachel said the Board has previously  
70 acknowledged the staff during National Library Week, and asked them to consider doing  
71 the same for 2012.

72 Facilities & Systems: Margaret said that, with input from Kevin and Pierrette she  
73 has developed a seasonal maintenance plan. Margaret is working on developing stages for  
74 implementing a landscape plan that would not require such intensive staff involvement.  
75 She has submitted a grant request of \$500 to the Orcas Garden Club.

76 Finance: Donna said she has reviewed the Expenditure Status Report, wanting to  
77 better understand the "ebb and flow" of monthly expenses. She said that current overages  
78 are all explainable, with most being timed by quarterly or annual payments.

79 ILL Fees – Project Outline: The Board discussed ILL Librarian Martin Arnold's  
80 report. Phil said the project is about patron education and not intended as a revenue  
81 stream. Alan asked about charging for all ILL requests. Phil responded that fees would  
82 remove ILL from the current core services that the Library provides.

83 Policy & Personnel: Joan asked that we add to the April agenda a discussion about  
84 an article Phil forwarded her about seven things every employee handbook ought to have,  
85 which might lead to modification of our own handbook.

86 **PUBLIC COMMENT** – Kevin Sloan advocated for small, incremental building additions,  
87 rather than conducting a large project. Kevin said the Library could start receiving  
88 donations for a future project and putting money away for that. Kevin also said that the

89 policy on late ILLs goes too far by blocking a patron with overdue ILLs, from checking out  
90 all materials.

91 Pierrette commented on a future building project, suggesting using volunteers and  
92 building in stages.

93 **CALENDAR** – There was nothing additional.

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

95 There being no additional business, the meeting was adjourned at 11:51 a.m.

96 Submitted by Mary Pugh.

97 Approved

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 April 10, 2012

5 Library President Alan Lichter convened the meeting at 9:03 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne, Joan  
7 Pedrick, and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh;  
8 and Friends Treasurer Lynn Carter. Former Library Board members Lois Cornell and Tom  
9 Welch were in attendance. A community member was also in attendance.

10 **WELCOME & INTRODUCTIONS** – Alan welcomed everyone. He reminded the Board of  
11 the scheduled retreat to begin at 1:00 pm at the OPAL conference room.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel asked to include National  
13 Library week under Community Relations. Donna asked to discuss the Library’s 20<sup>th</sup>  
14 Anniversary under Relevant News.

15 **ROUTINE MATTERS**

16 Minutes: Board reviewed the March 13, 2012 Regular Board Minutes. Joan  
17 requested a change to the language of the motion on lines 40 and 41. Rachel made a  
18 **MOTION** to approve the Minutes as corrected; Margaret seconded, and the **MOTION**  
19 passed unanimously.

20 Vouchers and Payroll: Donna presented the invoices and payroll for the current  
21 period, remarking that upon her review all items appeared customary.

- 22 • 2/16/2012 Invoice Accounting Report \$4,869.76
  - 23 • 2/22/2012 Invoice Accounting Report \$3,514.52
  - 24 • 2/27/2012 Invoice Accounting Report \$3,556.67
  - 25 • 2/27/2012 Invoice Accounting Report \$4,308.30
  - 26 • March 2012 Payroll \$25,324.79
- 27

28 Margaret made a **MOTION** to approve all current payments and the April payroll; Rachel  
29 seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **PLANNING & PRIORITIES**

32 Board & Staff Retreats Agendas: Phil reviewed the agendas with the Board. Joan  
33 suggested that if the regular meeting went swiftly, the Board could begin discussion of the  
34 expansion exploration prior to the retreat.

35 Exploration of Building Project: Lois referred to her written comments. She said that  
36 the previous Board, committee members, and donors were in agreement that any  
37 operational cost increase based on a building expansion should be funded through property  
38 tax revenue and not paid through donation or an endowment.

39 Tom Welch said his time spent on the previous committee focused on the community  
40 surveys and committee work that indicated the community would rally behind a building  
41 project that was 100 percent donor financed. He is not sure a project of that scope is viable  
42 in today’s economy and with the changing population demographics. He suggested looking

43 at different ways to ease the current overcrowding, i.e. different storage area, flexible  
44 hours, smaller plant expansion. Tom also advocated forming a library foundation.

45 Lois said that the Board is required by law to continue basic services and to make  
46 sure of the financial commitment to provide the current level of service. Lois said it would  
47 be hard to ask for a levy lid lift for basic services after a failed building campaign.

48 The Board discussed with Tom and Lois the use of volunteers, board time  
49 commitment, professional manager involvement and costs, the additional operating cost  
50 structure, timing of a levy, commitment of a board that changes structure every year,  
51 fundraising fatigue, and hiring local if possible.

## 52 **NEW BUSINESS**

53 Relevant News and Issues: Print-On-Demand: Donna spoke about a recent  
54 Crossroads lecture that touched on a new technology called print-on-demand, and thought  
55 it was appropriate for the Library to facilitate a discussion with the community to bring  
56 attention to the technology. Phil said it was an emerging technology that is available for  
57 out-of-copyright and contracted publication items. He said that, for example, you would not  
58 be able at this time to get the current John Grisham book. Margaret, Joan, and Rachel  
59 agreed that the Library could initiate a community conversation on the topic.

60 **The Board took a break from 10:03 a.m. to 10:15 a.m.**

61 Director's Report: Phil asked for questions on his report. The Board discussed the  
62 upcoming 20<sup>th</sup> building anniversary, using the 20/20 campaign for fundraising, and eBooks.  
63 Donna said some of the upcoming library programs seemed to be venturing into social  
64 service areas, i.e. classes for seniors on using personal electronic devices. She is concerned  
65 about the budget impact of the programs, commenting that they are beyond books and  
66 reading. Phil said that the classes provide learning support for users learning new  
67 technology, which relates to our long-range plan. Donna said any increased cost of  
68 resources should be addressed in the budget.

69 Margaret said that the Library's role involves services beyond just books, including  
70 addressing new ways to access information, saying the vision of what a library does should  
71 be larger. Phil said this topic could segue into the vision discussion on the retreat agenda.  
72 He said the OICF needs-assessment highlighted underserved areas where the Library could  
73 provide support. Donna said that even small amounts would impact the budget and  
74 suggested additional discussion during the 2013 budget preparations. She also said seeking  
75 grants might help defray the costs. Margaret said that if the Library does not provide the  
76 services, who would?

77 Friends of the Library: Lynn reported on the membership drive, eBay, and lobby  
78 book sales. Donna will go to the May meeting, Joan in June, and Rachel in July.

## 79 **REPORTS FROM ACTIVE COMMITTEES**

80 Collection Management: Alan reported that the committee is scheduled to meet on  
81 April 20.

82 Community Relations: Rachel wrote a letter to the editor about *Money Smart Week*,  
83 scheduled April 21-28. Also, she talked about hosting a table at the June 16 and July 14  
84 Farmers' Market.

85 Expansion Exploration: No report.

86 Facilities & Systems: Margaret said she has been discussing the Library's grounds  
87 with several local landscape design and maintenance companies. One professional, Emily  
88 Aring of KaBloom, asked to present a design proposal for four of the existing landscape

89 beds. Emily emphasized unity, beauty, simplicity, with low-maintenance and deer-resistant  
90 plants. She would donate her design time, price plants and supplies at wholesale, and  
91 recruit volunteers to plant, using an outdoor planting seminar. The project would cost about  
92 \$3200. Alan asked about timing; Emily said it should be fairly soon to take advantage of the  
93 Spring planting season. Lynn Carter of the Friends suggested it could be presented as an  
94 additional request at today's Friends meeting. Margaret said she is awaiting word from the  
95 Garden Club's Executive Board on a \$500 grant proposal. The Trustees authorized Phil to  
96 move forward, based on the current level of funding in the 2012 budget, and seeking  
97 additional funding from the Friends. Margaret said she still needs to meet with Pierrette  
98 and Kevin to get their input, and to finalize the details with Phil.

99 Finance: Donna reviewed the internal QuickBooks first quarter P&L and balance  
100 sheet. She said that it appears donations are down and recommended sticking close to the  
101 budget. Joan asked at what point Phil stops spending within a line item, using substitutes  
102 as an example. Phil said the budget is an estimate, and if a category goes over he looks for  
103 additional revenue or makes adjustments in other expense categories.

104 Donna said the travel and conferences category was over budget for this time of  
105 year, and would like to anticipate the coming year's travel costs in November. Joan and  
106 Donna said they do not want information on budget overages after-the-fact. Joan said she  
107 does not want to tap into reserves without notice. Donna said she will begin looking at the  
108 2013 budget this June.

109 Policy & Personnel: Joan said she and Phil reviewed a couple of areas of the  
110 employee handbook, i.e. using social media, and safety. She is reviewing Phil's draft of a  
111 safety policy. In addition, Joan and the Board wished Mary a happy birthday. Joan asked  
112 Phil to update the website with current policies.

113 **PUBLIC COMMENT** – Lois said that the Board should keep a possible expansion in mind  
114 when developing a landscape plan.

115 **CALENDAR** – There was nothing additional.

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

117 There being no additional business, the meeting was adjourned at 11:20 a.m.

118 Submitted by Mary Pugh.

119 Approved

120 \_\_\_\_\_

Orcas Island Library  
Library Board Retreat Agenda and Notes  
April 10, 2012, from 1 to 5 pm, OPAL meeting room, Eastsound

Library Board President Alan Lichter opened the meeting at 1:15 pm. Ruth Metz, Library Consultant, facilitated. Other attendees included Trustees Rachel Newcombe, Margaret Payne, Joan Pedrick, Donna Riordan; and Library Director Phil Heikkinen. Also attending was former Library Trustee Lois Cornell.

1. Vision for the Library

The Board reviewed what individual Trustees had written in preparation for the retreat about a vision for the Library. Ruth wrote down additional comments.

2. Discussion about tenets of library service (and related topics) among Library Director and Trustees

The Board reviewed what individual Trustees had previously written, and added further comments. Ruth suggested that ideally, each person involved, whether a Trustee, Director, or staff member, would understand each other's respective roles.

There is both a clear legal structure according to the RCWs and a more functional or operational structure, which better lends itself to blending of roles, although recognizing boundaries among respective areas of responsibility. Shared values can help to build cohesion. The Board and Director can share the development role, which is challenging, and which benefits from good communication and shared intentionality.

Ruth invited the Board to review, at upcoming meetings, the standing committee structure as listed in the by-laws, including changing it if appropriate.

3. Possible building project

The Board discussed the idea of adding onto the building, and listed likely necessary steps before any decision is made to move forward. Also, the Board reviewed input from staff and former Trustees, as well as the Director's list of functional needs and other written responses to previous questions. The list of steps included:

- a. Review all existing material related to the need for expansion that should be considered in preface to developing a polished prospectus.
- b. Develop the prospectus.
- c. Proceed with a targeted investigative inquiry of potential donors, doing an informal feasibility analysis.
- d. Simultaneously develop a levy lid lift rationale and strategy for ongoing operations, as well as for all expansion options.
- e. If it seems advisable to keep going, design a public process for education and input and to further gauge feasibility.
- f. Conduct the public process.
- g. Analyze feasibility based on all the foregoing steps, of the levy lid lift for ongoing operations, expansion operations, and for a capital project.

4. Next steps

The Board agreed to add follow-up discussion to the May 8 Library Board meeting agenda.

Submitted by: Phil Heikkinen

Approved:

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 8, 2012

5 Library President Alan Lichter convened the meeting at 9:02 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne, and  
7 Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, Martin  
8 Arnold, and Nita Couchman; and Friends President Pierrette Guimond. A community  
9 member was also in attendance.

10 **WELCOME & INTRODUCTIONS** – Alan welcomed everyone. He stated that Joan Pedrick  
11 had resigned from the Board effective May 3, expressing his thanks for her hard work.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Alan added Trustee recruitment  
13 to New Business; Donna added the 20<sup>th</sup> Anniversary Planning and OPALCO broadband to  
14 New Business and Facilities & Systems, respectively.

15 **ROUTINE MATTERS**

16 Minutes: Board reviewed the April 10, 2012 Regular Board Minutes. Donna made a  
17 **MOTION** to approve the Minutes; Rachel seconded, and the **MOTION** passed unanimously.

18 The Board reviewed and made corrections to the written notes from the April 10,  
19 2012 Board Retreat. Rachel made a **MOTION** to approve the notes as corrected; Donna  
20 seconded and the **MOTION** passed unanimously.

21 Vouchers and Payroll: Donna presented the May 2012 payroll in the amount of  
22 \$26,379.40, noting the vacation payout for Susannah Beck who resigned. Donna made a  
23 **MOTION** to approve the May payroll; Rachel seconded, and the **MOTION** passed  
24 unanimously.

25 Donna presented the invoices and remarked that upon her review all items appeared  
26 customary. She noted most BARS accounts were within budget.

- 27 • 4/10/2012 Invoice Accounting Report \$3,926.10
- 28 • 4/18/2012 Invoice Accounting Report \$2,008.93
- 29 • 4/25/2012 Invoice Accounting Report \$6,302.44
- 30 • 5/1/2012 Invoice Accounting Report \$6,084.01

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

34 **PUBLIC COMMENT** – Pierrette said she thought the Board should use the same procedure  
35 for Trustee recruitment that was implemented by the County Council. She also said she  
36 would have comments for the landscape update listed on the agenda.

37 **PLANNING & PRIORITIES**

38 April Retreats – Follow-up: Phil reviewed the notes from Ruth Metz that included  
39 comments from staff. Phil noted the common theme of maintaining and increasing  
40 communication between and among staff, Director, and Board. Alan has the draft and will  
41 send it out.

42           Exploration of Building Project: Phil reviewed the discussion from both retreats,  
43 saying he had a good outline of current issues and priorities, including: a) short or full  
44 length prospectus, b) questions from the Board, c) finances, d) donor timing and  
45 commitment, and e) needs statement. Margaret agreed, describing a chicken/egg scenario of  
46 developing a needs statement, and then, a vision statement on how to accomplish it. She  
47 felt donors want solutions and vision, possibly encompassing a learning center, not just  
48 books. A defining question is what a library is in a small community. Alan agreed, saying it  
49 was not just a space problem, that there were other issues.

50           Margaret asked what the Library in today's technology is in a remote community  
51 with low resources and that is used for so many other things, including classes, outreach,  
52 children and senior programming. She sees the Library as a vital institution, suggesting  
53 that as a selling point, not just a space issue. Donna said we could formally revisit the Long  
54 Range Plan to determine what has changed and including new trends and needs, not just  
55 space. Donna noted the need for assessing the needs, saying the need to reduce crowding is  
56 not the same as addressing services.

57           Rachel said her reading of the previous committee's reports and findings did not give  
58 a clear message on how to proceed. She noted an online tool that can be used to determine  
59 the dollar value received from the library. Margaret said that even if the statistics are  
60 down, additional space is needed and space usage should be reviewed. Donna suggested  
61 that if the OPALCO broadband is implemented, patrons may not need the Library's wifi as  
62 much.

63           Phil said that a common meeting space is a recurring theme in surveys. He noted  
64 the Orcas Commons (Funhouse) is expanding to include adult programming. Phil said the  
65 2010 Long-Range Plan put core collection first, and then, along with learning support, a  
66 community forum for meeting and discussing issues. Martin Arnold felt that an expansion  
67 was necessary, noting the increased space usage even with reduced checkouts. Martin  
68 advocated for a computer lab using the current meeting room, thus freeing up room in the  
69 main reading area. Margaret said additional children's space was also needed to encourage  
70 and foster future readers.

71           Donna asked about partnering with the school. Phil reviewed the previous study  
72 when the school asked about combining resources. Nita felt removing the children's  
73 materials to the school would disconnect generational contact and recommended keeping  
74 children and young adult areas in the library. Nita noted only four work tables for patron  
75 use, and the often crowded conditions.

76           Alan shared a conversation he had with Jim Bredouw of the Orcas Funhouse  
77 Commons Board; how not having community "buy-in" was detrimental to the financial  
78 health of the Commons. Margaret said any project had to include the community, but  
79 worried about the time commitment for staff, Board, and volunteers.

80           Donna suggested renaming the committee, maybe "Vision 20/20" and charging it  
81 with a needs assessment, not expansion. She asked Phil to prepare for the June meeting  
82 with a scoping statement that the Board could consider for adoption. Alan agreed, adding  
83 the need to have names to explore. Margaret said a scoping statement should have a vision  
84 as a community place to find meaning and fulfillment, all with free access.

85           Trustee Recruitment: Alan remarked on Joan Pedrick's resignation, and thanking  
86 her for all her work. Donna said Joan was a wonderful colleague, who redefined her ideas  
87 about what a library is. There will be announcements, in multiple venues, to gather names  
88 of persons interested in joining the Board. As with prior recruitment, a short list will be  
89 sent to and interviewed by the Orcas Council Representatives and a sitting Trustee.

90 **The Board took a break from 10:05 a.m. to 10:12 a.m.**

91 20<sup>th</sup> Anniversary Planning: Phil reported on the progress of the planning.

92 **NEW BUSINESS**

93 Relevant News and Issues: No report.

94 Director's Report: Phil asked for questions on his report. The Board discussed the  
95 ILL report, the new computer sign-up software, *Cassie*, the new TLA-50 grant, an  
96 advertising contract with the Islands' Sounder, equipment changes in the meeting room,  
97 and additional statistical reporting similar to San Juan Library. Donna thanked Martin for  
98 his detailed PLA report. Margaret commended the staff on programming.

99 Friends of the Library: Pierrette talked about the upcoming Library Fair, the grant  
100 request to help with updating the landscape, and the membership campaign. Margaret will  
101 attend the June Friends meeting.

102 **REPORTS FROM ACTIVE COMMITTEES**

103 Collection Management: Nita reported that the Committee discussed how to add  
104 depth to a popular browsing collection. Donna asked about adding access to professional  
105 journals. Martin suggested ILL services could fulfill the requests.

106 Community Relations: Rachel will host a table at the Farmers' Market.

107 Expansion Exploration: No additional discussion.

108 Facilities & Systems: Margaret said there was good discussion with all parties and  
109 there was a decision to proceed with Emily Aring of Kabloom Design. Planting will begin in  
110 the fall, allowing Emily the time to develop a community education program to use  
111 volunteers for planting. Pierrette noted 20 years is a good time to update the landscaping.  
112 She is excited to be a part of the project.

113 OPALCO Broadband: Donna would like to track the progress of the OPALCO  
114 project. Phil said the question is how far to build out the infrastructure and to make it  
115 affordable.

116 Finance: Donna said she will be working with Phil and Mary for a mid-year review  
117 of the budget, noting the ESR is at 33%, which is on target.

118 Policy & Personnel: Rachel will temporarily chair the committee.

119 **PUBLIC COMMENT** – Pierrette said she was excited about the upcoming computer  
120 classes, and commented on the expansion discussion and children's activities.

121 **CALENDAR** – There was nothing additional.

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

123 There being no additional business, the meeting was adjourned at 11:29 a.m.

124 Submitted by Mary Pugh.

125 Approved

126 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 12, 2012

5 Library President Alan Lichter convened the meeting at 9:01 a.m. in the Community Room  
6 of the Library. Also attending were Trustees Margaret Payne (arriving at 9:20 a.m.), and  
7 Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, and Nita  
8 Couchman; Friends Treasurer Lynn Carter; and Board Candidates Michael Armenia and  
9 Tom Fiscus.

10 **WELCOME & INTRODUCTIONS** – Alan welcomed everyone. He stated that Margaret was  
11 delayed and that non-quorum items on the agenda would be discussed first.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Alan advanced the Friends  
13 Report and Landscape update to the beginning of the agenda.

14 **NEW BUSINESS**

15 Friends of the Library: Lynn updated the Board on the Library Fair, saying booth  
16 applications were good, and there are lots of books for the booksale. She asked for  
17 volunteers to work the booksale at the Fair. Lynn said the Friends will recognize Library  
18 Intern Susanne Mietzner with a \$599 stipend. The meeting room will display the Art  
19 Auction items.

20 **REPORTS FROM ACTIVE COMMITTEES**

21 Facilities & Systems: Phil had a handout, courtesy of Pierrette, of the names and  
22 photo of the new plants. He noted the removal of the fir bushes that were crowding the  
23 weeping cedar. The updated design is possible with assistance from the Friends and the  
24 Garden Club.

25 Collection Management: Phil noted the ongoing challenge of recruitment and  
26 retention of committee members. Donna suggested a call for volunteers; and Alan to put  
27 something in the local media. Phil said our intern and volunteers are continuing to weed  
28 the collection with items reviewed by Kathy Lunde, Adult Collection Librarian.

29 Community Relations: Phil did not have a report from Rachel, who was called out of  
30 town. He said staff is working on the annual report and had a sample from the Everett  
31 Public Library.

32 **Trustee Margaret Payne arrived at 9:20 a.m. providing a quorum for the Board.**

33 **ROUTINE MATTERS**

34 Minutes: Board reviewed the May 8, 2012 Regular Board Minutes. Donna made a  
35 **MOTION** to approve the Minutes; Margaret seconded, and the **MOTION** passed  
36 unanimously.

37 The Board reviewed and made corrections to the written notes from the April 10,  
38 2012 Board Retreat. Rachel made a **MOTION** to approve the notes as corrected; Donna  
39 seconded and the **MOTION** passed unanimously.

40 Vouchers and Payroll: Donna presented the June 2012 payroll in the amount of  
41 \$25,873.51. Donna made a **MOTION** to approve the May payroll; Margaret seconded, and  
42 the **MOTION** passed unanimously.

43 Donna said she had reviewed the invoices and recommended they be approved.

44	• 5/07/2012	Invoice Accounting Report	\$5,902.30
45	• 5/14/2012	Invoice Accounting Report	\$3,208.96
46	• 5/21/2012	Invoice Accounting Report	\$5,758.26
47	• 5/30/2012	Invoice Accounting Report	\$2,467.13
48	• 6/04/2012	Invoice Accounting Report	\$4,672.32

49 Donna made a **MOTION** to approve all current payments; Margaret seconded, and the  
50 **MOTION** passed unanimously.

51 **PUBLIC COMMENT** – None

## 52 **PLANNING & PRIORITIES**

53 Trustee Recruitment: Alan welcomed Michael and Tom, and invited them to speak  
54 to the Board. Michael said he has been on Orcas for two years and wants to be a part of the  
55 community, including the library. He said that he has a love of books, noting he used to  
56 collect and sell them. Currently he is working in graphic arts and marketing. Michael said  
57 he has previously worked on non-profit boards. Donna noted that working on a public board  
58 is different from other boards. She said there is a greater time commitment for public  
59 boards.

60 Tom said he is a two-year resident and was impressed with the library as a  
61 beautiful, well-run facility. Tom is a retired Air Force officer and part-time practicing  
62 attorney. He is interested in personal growth and wants to be involved in the community.  
63 He has worked on non-profit boards. Tom recognizes the space challenges in the library,  
64 and is interested in finding solutions because of the integral part the library plays in the  
65 community.

66 Community Committee-Library Priorities: The Board discussed the formation of a  
67 committee to determine community needs and how the Library might fulfill them. Donna is  
68 not sure “bricks and mortar” are the answer to all needs. She is thankful for donors who  
69 want to support the physical plant but cautions that funding for operations must also be in  
70 place. Phil thinks revisiting the topic from time to time is a good idea, as the Library and  
71 community are always changing. Phil shared a draft of a scope statement

72 Donna made a **MOTION** to adopt the scope statement and form a committee to  
73 assess the community needs, as soon as possible. Margaret seconded and the **MOTION**  
74 passed unanimously.

75 **The Board took a break from 10:05 a.m. to 10:15 a.m.**

## 76 **NEW BUSINESS**

77 Relevant News and Issues: There is a webinar on engaging the community today at  
78 noon.

79 Director’s Report: Phil went over his report. The Board asked about the *Ask WA*,  
80 storytime and book club, gift policy, and L&I coverage for volunteers.

## 81 **REPORTS FROM ACTIVE COMMITTEES**

82 Collection Management: Nita reported that the Committee discussed how to add  
83 breadth and depth to a popular browsing collection. Donna asked about adding access to  
84 professional journals. Martin suggested ILL services could fulfill the requests.

85 Community Relations: Phil covered the 20<sup>th</sup> Anniversary plans, the 2011 annual  
86 report, and the needs assessment.

87 Expansion Exploration: No additional discussion.

88           Facilities & Systems: Margaret presented the \$500 grant from the Garden Club.  
89 She thanked Driftwood Nursery for the generous discount given on the plants.

90           Finance: Donna noted overall expenses are at 42% with the exception of  
91 travel/conferences and consultants. She does not see the need for a budget amendment, but  
92 does not rule one out before the end of the year. A 2013 budget discussion will be on the  
93 July agenda.

94           Policy & Personnel: Phil said he met with Rachel and based on their discussions, he  
95 is presenting a draft for initial discussion of a compensation policy. Donna asked to see  
96 some scenarios of how it would affect future budgets. Mary emphasized the difference  
97 between setting a policy of what would be considered and addressing the financial  
98 commitments during budget preparation.

99   **PUBLIC COMMENT** – None.

100   **CALENDAR** – There was nothing additional.

101   **EXECUTIVE SESSION** – At 11:04 a.m. the Board moved into Executive Session for the  
102 quarterly review of the Director. The Board returned to general session at 12:00 p.m. There  
103 was no action.

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

105   There being no additional business, the meeting was adjourned at 12:02 p.m.

106   Submitted by Mary Pugh.

107   Approved

108   \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 10, 2012

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe,  
7 Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen, staff members  
8 Mary Pugh, Martin Arnold, and Nita Couchman; and Friends Board Member Valerie  
9 West.

10 **WELCOME & INTRODUCTIONS** – Alan welcomed everyone. He introduced Tom  
11 Fiscus, the newly appointed Library Trustee.

12 Vice President Election & Committee Assignments: Alan made a **MOTION**  
13 nominating Margaret as Vice President. Rachel seconded and the **MOTION** passed  
14 unanimously. After Board discussion, Alan appointed Tom to chair the Community  
15 Relations Committee; Rachel to chair the Policy and Personnel Committee; Margaret to  
16 chair the Collection Management Committee and co-chair the Facilities and Systems  
17 Committee; and Donna to chair the Finance Committee and co-chair the Facilities and  
18 Systems Committee.

19 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

20 **ROUTINE MATTERS**

21 Minutes: Board reviewed the June 12, 2012 Regular Board Minutes. After  
22 corrections, Donna made a **MOTION** to approve the Minutes; Alan seconded, and the  
23 **MOTION** passed, with Rachel and Tom abstaining.

24 Vouchers and Payroll: Donna presented the July 2012 payroll in the amount of  
25 \$27,025.73. Donna made a **MOTION** to approve the May payroll; Margaret seconded,  
26 and the **MOTION** passed unanimously.

27 Donna said she had reviewed the invoices and recommended they be approved.

- 28 • 6/11/2012 Invoice Accounting Report \$5,360.41
- 29 • 6/19/2012 Invoice Accounting Report \$5,227.37
- 30 • 6/26/2012 Invoice Accounting Report \$4,319.52

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

33 Donna explained to Tom her role as Finance Chair in the review process of  
34 payroll and vouchers. She recommended that all Board members take a turn in  
35 reviewing the materials; she has found the “ebb and flow” quite interesting.

36 **PUBLIC COMMENT** – None

37 **PLANNING & PRIORITIES**

38 Needs Assessment Committee: The Board discussed committee candidates,  
39 meeting timeline, use of a facilitator, and Board involvement. The Board agreed to ask  
40 Marjorie Harrison, Director of San Juan Library, to facilitate. Phil will contact the  
41 candidates with a list of meeting dates, and finalize the committee formation.

42           Annual Report: Phil distributed a draft developed by Martin and Nita. The  
43 Board liked the design and gave some suggestions for additional material. Margaret  
44 commended the staff on the work done; she likes the inclusion of the mission statement  
45 and goals, and suggested it could be used when visiting the Senior Center and schools.

46 **The Board took a break from 10:00 a.m. to 10:07 a.m.**

#### 47 **NEW BUSINESS**

48           Relevant News and Issues: None.

49           Director's Report: Phil answered questions about his written report. He  
50 mentioned a group of alumni interested in recognizing Marilyn Anderson (and to  
51 include Rachel Adams) with the purchase of a custom bench. Phil said he has had a  
52 coaching session with consultant Ruth Metz and will schedule follow-ups; Alan is  
53 discussing with Ruth a Board and Director self-evaluation.

54           Alan asked about Martin's use of personal time to attend a conference for ILLs;  
55 Phil and additional Trustees also had misgivings, not wanting to set a precedent.  
56 Martin said he had initiated the request because he was not sure the conference would  
57 be helpful, and he had already attended PLA this year. Donna said she is in favor of  
58 attending conferences; however, she would like a realistic amount reflected in future  
59 budgets.

60           Alan asked about the test proctoring. Martin explained about distance learners'  
61 need to have supervised testing.

62           Friends of the Library: Valerie reported on the upcoming Library Fair,  
63 displaying the artwork by Theo McMurray. She reported that there will not be a quilt  
64 raffle this year; Phil noted the extensive time commitment to produce and market the  
65 raffle. Valerie said that about half of the booth space had been sold; Donna asked about  
66 off-island vendors. Phil said the Friends did not want to duplicate the Farmers Market,  
67 and expressed the need to work together for a varied vendor selection. Valerie said the  
68 Friends annual meeting will be September 23, from 2:00 to 4:00 p.m.

#### 69 **REPORTS FROM ACTIVE COMMITTEES**

70           Collection Management: The next meeting is July 20<sup>th</sup> at 2:00 p.m.

71           Community Relations: Margaret said there will be articles on the landscaping  
72 project and the 20<sup>th</sup> Anniversary Celebration.

73           Expansion Exploration: Alan noted that the committee has morphed into the  
74 Needs Assessment Committee. Rachel made a **MOTION** to delete the Expansion  
75 Exploration Committee from future agendas. Donna seconded and the **MOTION** passed  
76 unanimously.

77           Facilities & Systems: Margaret talked about the new plants noting some deer  
78 damage. She said she has received many positive comments about the grounds. Donna  
79 said the ILS selection process was continuing.

80           Finance: Donna thanked Phil and Mary for the work on the 2<sup>nd</sup> Quarter P&L  
81 statement. She said the majority of categories were on track. Donna asked the rest of  
82 the Board to review the historical P&Ls, stating she would like to bring historical  
83 revenue amounts into the budget as additional income. Alan asked about a biennial  
84 budget; Phil said they were challenging for our finances, and would likely require a 2<sup>nd</sup>  
85 year budget amendment.

86           Policy & Personnel: Staff Compensation Policy: Phil said the policy would  
87 standardize the COLA formula and salary increases. In addition, the policy would give

88 the opportunity for sick leave cash-out or transfer of up to two days based on FTE. He  
89 is not recommending longevity pay or bonus pay for extraordinary activities benefiting  
90 the library. The Board agreed about bonuses; noting the difficulty in evaluating them,  
91 preferring to offer the resources to advance a program or interest. The Board discussed  
92 the components of the policy. Alan asked if the Board was ready for a vote. Donna  
93 made a **MOTION** to approve the Staff Compensation Policy as submitted. Margaret  
94 seconded and the **MOTION** passed unanimously.

95 Safety Policy: Phil said he had researched ALA and other library policies to  
96 develop the draft. Tom asked if there was a standard inspection, possibly by the state.  
97 Phil said the San Juan County Fire Marshal does an annual inspection. Tom suggested  
98 an in-house safety form for an annual inspection. Also, Donna recommended adding  
99 volunteers as covered by this policy. Margaret made a **MOTION** to adopt the Safety  
100 Policy as revised. Tom seconded and the **MOTION** passed unanimously.

101 **PUBLIC COMMENT** – None.

102 **CALENDAR** – Mary asked about scheduling the mid-year Board retreat. The Trustees  
103 preferred to wait until everyone is together, possibly in September.

104 **OTHER** – Phil reminded the Board that they have the option of participating in Board  
105 meetings via telephone or video conferencing.

106 There being no additional business, the meeting was adjourned at 11:31 a.m.

107 Submitted by Mary Pugh.

108 Approved

109 \_\_\_\_\_

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 14, 2012

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and  
7 Margaret Payne; Library Director Phil Heikkinen, staff members Mary Pugh, Martin  
8 Arnold, and Nita Couchman; and Friends Board Member Alayne Goodhart.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

11 **ROUTINE MATTERS**

12 Minutes: Board reviewed the July 10, 2012 Regular Board Minutes. After  
13 corrections, Margaret made a **MOTION** to approve the Minutes as corrected; Rachel  
14 seconded, and the **MOTION** passed unanimously.

15 Vouchers and Payroll: Margaret presented the August 2012 payroll in the  
16 amount of \$26,363.28. Margaret made a **MOTION** to approve the August payroll; Alan  
17 seconded, and the **MOTION** passed unanimously.

18 Margaret said she had reviewed the invoices and recommended they be  
19 approved.

- |    |   |           |                           |            |
|----|---|-----------|---------------------------|------------|
| 20 | • | 7/10/2012 | Invoice Accounting Report | \$7,611.89 |
| 21 | • | 7/17/2012 | Invoice Accounting Report | \$2,508.22 |
| 22 | • | 7/24/2012 | Invoice Accounting Report | \$2,817.39 |
| 23 | • | 8/01/2012 | Invoice Accounting Report | \$4,508.75 |
| 24 | • | 8/6/2012  | Invoice Accounting Report | \$689.00   |
| 25 | • | 8/8/2012  | Invoice Accounting Report | \$5,716.94 |

26 Margaret made a **MOTION** to approve all current payments; Tom seconded, and the  
27 **MOTION** passed unanimously.

28 Mary presented a corrected spreadsheet for the July payroll in the amount of  
29 \$26,970.73 that correctly reflects the rate of pay for a staff member. Margaret made a  
30 **MOTION** to approve the corrected July payroll. Rachel seconded and the **MOTION**  
31 passed unanimously.

32 Mary presented a Signature Authorization from April 13, 2011 in the amount of  
33 \$3,000. She explained that during her vacation last year, payments were made to two  
34 Crossroads presenters, David Kennedy and Simon Winchester, for \$1500 each. The  
35 payments were included in the April batches; however, the signature page was not.  
36 Rachel made a **MOTION** to approve Invoice Accounting Report 4/13/2011 for \$3000.00.  
37 Tom seconded, and the **MOTION** was approved unanimously.

38 **PUBLIC COMMENT** – None

39 **PLANNING & PRIORITIES**

40 Needs Assessment Committee: Phil reviewed the notes with the Board from the  
41 first meeting. They discussed the agenda for the August 22<sup>nd</sup> meeting.

42 **NEW BUSINESS**

43 Relevant News and Issues: Phil attended Rachel Adams's celebration services.  
44 He described a gift of a bench in honor of Rachel and Marilyn Anderson.

45 Director's Report: Phil reviewed his written report. The Board discussed an  
46 upcoming seminar in Bellingham, ILL usage, collection and door counts, magazine  
47 renewals, storytimes, and the Children's Librarian's busy schedule.

48 Friends of the Library: Alayne reviewed the Fair. There is no August meeting  
49 and the Annual Meeting is September 23<sup>rd</sup> from 2:00 to 4:00 p.m.

50 **The Board took a break from 9:55 a.m. to 10:04 a.m.**

51 **REPORTS FROM ACTIVE COMMITTEES**

52 Collection Management: Phil described trying to balance the Collection  
53 Management Committee Members' special interests within collections. The Board  
54 asked about the collection budget and adding items from donations.

55 Community Relations: The Board discussed a new title for the annual report.  
56 Tom will be meeting with Phil and Rachel to discuss community promotional efforts.

57 Facilities & Systems: Margaret said Emily of KaBloom is working on the  
58 upcoming landscaping demonstration and fall planting.

59 Finance: Phil gave an overview of the 2013 draft budget, covering the tax levy  
60 projections, wages and benefits, sick leave cash-out possibility for 2012, use of reserves,  
61 the 2013 audit, and, possible increase for the contingency fund.

62 Policy & Personnel: Phil clarified a question on the safety policy about whether  
63 volunteers could be alone in the building.

64 **PUBLIC COMMENT** – None.

65 **CALENDAR** – The Board scheduled an afternoon work session after the September 11  
66 Board meeting.

67 **OTHER** – Trustee Acknowledgement: Alan read a certificate recognizing Joan Pedrick  
68 for her service to the Library. Rachel made a **MOTION** to approve Resolution 01-2012  
69 honoring Joan Pedrick. Margaret seconded and the **MOTION** passed unanimously.

70 **EXECUTIVE SESSION** – The Board moved into the scheduled Executive Session at  
71 11:20 a.m. for the review of the Director.

72 The Board returned to Regular session at 11:43. The Board discussed the process for  
73 review of the Director.

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

75 Submitted by Mary Pugh.

76 Approved

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1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 11, 2012

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe,  
7 Margaret Payne and Donna Riordan; Library Director Phil Heikkinen, staff members  
8 Mary Pugh, Martin Arnold, Nita Couchman and Holly King; and Friends Board  
9 Member Carol Ordway. Community members were also in attendance.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Alan added an additional  
12 Executive Session at 4:00 p.m. during the Board Retreat located at Benson Hall.

13 **ROUTINE MATTERS**

14 Minutes: Board reviewed the August 14, 2012 Regular Board Minutes.  
15 Margaret made a **MOTION** to approve the Minutes; Donna seconded, and the **MOTION**  
16 passed unanimously.

17 Vouchers and Payroll: Donna presented the September 2012 payroll in the  
18 amount of \$26,497.48. Donna made a **MOTION** to approve the September payroll;  
19 Margaret seconded, and the **MOTION** passed unanimously.

20 Margaret said she had reviewed the invoices and recommended they be  
21 approved.

- 22 • 8/15/2012 Invoice Accounting Report \$5,361.67
- 23 • 8/20/2012 Invoice Accounting Report \$2,847.15
- 24 • 8/29/2012 Invoice Accounting Report \$9,820.31
- 25 • 9/04/2012 Invoice Accounting Report \$3,468.47

26 Donna made a **MOTION** to approve all current payments; Tom seconded, and the  
27 **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – Community members spoke in favor of the Library working  
29 with the school district to solve the school library funding problem. Andrea Hendrick  
30 read an additional letter of support.

31 **PLANNING & PRIORITIES**

32 Needs Assessment Committee: Phil presented a draft of the Long-Range Plan.  
33 The Board discussed the Library’s role in the community, developing an information  
34 portal, setting priorities, and service measures. Alan and Donna expressed concerns  
35 about the possibility of overstressing staff commitment, and about funding  
36 implications. The Board also talked about electronic and non-electronic publicity.

37 School Library Discussion: Donna said she had been approached several times  
38 about how the Library could help now that the school district has cut funding for the  
39 school library. Donna would like the Board to send a letter to the school district to open  
40 discussions on how to address long-term library needs for the students.. Alan asked  
41 Donna to take the lead for engaging the school district in discussions. Margaret made a  
42 **MOTION** that the Library District sends a letter to the school district to open

43 discussions on the school library situation. Rachel seconded, and the **MOTION** passed  
44 unanimously. Phil and Mary reminded the Board that circular emails could be  
45 considered a meeting under the Open Public Meetings Act, and reminded the Trustees  
46 not to engage in online discussions.

47 **The Board took a break from 9:55 a.m. to 10:04 a.m.**

48 FY 2013 Budget Discussion: Donna opened the discussion on the draft 2013  
49 budget. Items discussed included the tax levy, 1747's 1% tax increase calculation,  
50 income, expenses, 2013 COLA, reserve study items for repair and maintenance,  
51 training, travel and conferences, collection, and reserves.

52 **Rachel Newcombe left the meeting at 10:42 a.m.**

### 53 **NEW BUSINESS**

54 Relevant News and Issues: None.

55 Director's Report: Phil asked if there were questions on his written report.  
56 Discussions covered the new landscape and upcoming planting demonstration, the Cliff  
57 Mass lecture, and program funding.

58 Friends of the Library: Carol Ordway said the upcoming Annual Meeting is  
59 September 23<sup>rd</sup> from 2:00 to 4:00 p.m. She said there would be refreshments and  
60 chocolate; Sandy Wilson will lecture on handwriting analysis.

### 61 **REPORTS FROM ACTIVE COMMITTEES**

62 Collection Management: Phil said there was no August meeting.

63 Community Relations: Tom said he had met with several community members.  
64 Alan asked about the annual report.

65 Facilities & Systems: Margaret said there will be a class and planting  
66 demonstration on September 29<sup>th</sup> limited to twelve participants. Emily of KaBloom will  
67 do the landscaping demonstration and fall planting. Other instructors may also be on  
68 hand.

69 Donna reviewed how the Reserve Study is used to forecast facility repair and  
70 maintenance. She also talked about the Integrated Library Systems upgrade and/or  
71 changeover.

72 Finance: None.

73 Policy & Personnel: Phil said that high school senior Addie Newcombe will be  
74 working with the Library on her senior project topic of outreach to our Spanish-  
75 speaking community. The Library might also have an intern, financed by the Friends.

76 **PUBLIC COMMENT** – None.

77 **CALENDAR** – None.

78 **OTHER** – None.

79 **The Board took a break from 11:21 a.m. to 11:29 a.m.**

80 **EXECUTIVE SESSION** – The Board moved into the scheduled Executive Session at  
81 11:30 a.m. for the review of the Director.

82 The Board returned to Regular session at 12:00 p.m. There was no action.

83 **The Board took a break from 12:01 p.m. to 1:00 p.m.**

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Library Board Retreat  
September 11, 2012

Alan reconvened the meeting as a Library Board Retreat in Emmanuel Parish Benson Hall at 1:05 p.m. Attending were Trustees Tom Fiscus, Rachel Newcombe, Margaret Payne and Donna Riordan; Library Director Phil Heikkinen.

1. 20<sup>th</sup> Anniversary of the Building Celebration:

Phil introduced current planning for the building's 20th anniversary celebration, including an open house in February 2013 and a free festival in the summer (perhaps July). The Board discussed such possibilities as lectures and/or panel discussions or debates about possible library futures and new priorities; how to incorporate reviews of our existing building into the celebration; fundraising possibilities; and events relating to the community needs assessment. Phil offered to research some ideas and share them with the Board in October.

2. Futures Priorities from the Needs Assessment Process:

Discussion focused on the recommendations from the two recent community needs assessment meetings, which included support for education, serving as a central community information resource, and extending services by reaching out to the community in a variety of ways. The Board talked about the importance of helping people to strengthen their information literacy, or the ability to identify, understand, and evaluate what is important within the flood of available information.

The Board discussed the draft new long-range plan (or directions), including addition of specific measurable objectives using a timeline, so that the Library could reliably gauge progress toward the service goals; also alternatives for formatting the document, for which Donna volunteered.

The Board took a break from 3:50 to 4:00 pm.

3. Orcas Island School District Library

Donna introduced the topic, including the current school budget crisis and community comments that she has heard. She suggested the idea of exploring with the school board how to make the best possible long-term decisions relevant to library services for campus students; how to formulate the list of options; and how to understand the costs. The Board also discussed other students and schools on the island, and possible staffing and budget impacts on the Orcas Island Library no matter what happens with the school library. The Board agreed to pursue a conversation with the School Board. Tom and Rachel offered to support Donna in her involvement, also including Phil; and agreed on language for a short letter to the School Board inviting them to a series of discussions, to be signed by Alan and Phil.

**EXECUTIVE SESSION** -- The Board moved into the scheduled Executive Session at 3:20 p.m. for the review of the Director.

The Board returned to Regular session at 3:45 p.m. There was no action.

The Board discussed the planned January 2013 Retreat, including the agenda, whether to involve a facilitator (deciding not to), and whether to include the staff for part of the Retreat for discussion of community outreach ideas. The Retreat is scheduled from 9 to 4:30 pm on January 29, 2013.

Alan adjourned the meeting at 3:58 pm. Phil stayed at the venue until 4:30 in case any members of the public might arrive.

Submitted by Mary Pugh (Minutes) and Phil Heikkinen (Retreat Notes)

Approved \_\_\_\_\_

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **October 9, 2012**

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Rachel Newcombe, Margaret Payne,  
7 and Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, Nita  
8 Couchman, and Tony Ghazel; and Friends Board Member Pierrette Guimond.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

11 **ROUTINE MATTERS**

12 Minutes: Board reviewed the September 11, 2012 Regular Board Minutes and  
13 made corrections. Margaret made a **MOTION** to approve the Minutes as corrected;  
14 Rachel seconded, and the **MOTION** passed unanimously. Donna asked that the  
15 Minutes have more detail when important issues are discussed.

16 Vouchers and Payroll: Donna presented the October 2012 payroll in the amount  
17 of \$26,870.33. Donna made a **MOTION** to approve the October payroll; Margaret  
18 seconded, and the **MOTION** passed unanimously.

19 Donna said she had reviewed the invoices and recommended they be approved.

- 20 • 9/11/2012 Invoice Accounting Report \$5,984.09
- 21 • 9/18/2012 Invoice Accounting Report \$4,332.85
- 22 • 9/25/2012 Invoice Accounting Report \$1,158.86
- 23 • 10/3/2012 Invoice Accounting Report \$3,143.42

24 Donna made a **MOTION** to approve all current payments; Rachel seconded, and the  
25 **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – Pierrette spoke about the landscaping project and the recent  
27 planting seminar. She is making a book with pictures and details of all the plantings,  
28 which will be available as a resource for local gardening information.

29 Tony spoke as a member of the Orcas School Board, thanking the Library Board  
30 for initiating a discussion on the school library.

31 **2013 BUDGET DISCUSSION WITH PUBLIC TESTIMONY**

32 Donna began the discussion outlining changes from the September 11 packet to  
33 the October 3 packet. She drew attention to the reduction in the new construction tax  
34 allocation, explaining the difference between the 2011 estimate and the 2012 actual  
35 amounts. The 2013 income estimates include a three-year average of additional  
36 income. She said that the Friends have generously helped with programming, staff  
37 development, and capital expenses; but even that will not be enough. Donna said it will  
38 likely be necessary to draw from reserves for 2012, and that expenses must be carefully  
39 monitored.

40 Margaret said the discussion is very important and rather scary. Donna noted  
41 that approximately \$60,000 of additional non-tax revenue will be needed and raised for

42 consideration whether the Library ought to consider an annual campaign and how it  
43 could be run. Phil said he has requested additional information about fundraising  
44 options from the State Auditor' Office; however, he said that it is also important that  
45 we ask residents to fund basic services. Mary felt the reserves would have to be  
46 reduced before the community would support a levy lid lift. Rachel said the community  
47 will need information about the financial outlook.

48 The Board discussed with Phil and Mary the revenue and expenses for 2013.  
49 Salary and wages have a 2.7% COLA with a standard 2% increase on anniversary date.  
50 It was noted that this is not an automatic increase, but authorized each year. Repair  
51 and maintenance was discussed including maintaining the new plantings and hiring  
52 Emily Airings for consultations as appropriate. Collection spending is at 11.91% of  
53 operating. Donna noted that the 2013 budget maintains a status quo, with the Friends  
54 supporting the 20<sup>th</sup> Anniversary expenses.

55 Public Comment: Pierrette said the Board needs to be really conservative,  
56 especially with the school and Fire District going for a levy in 2013. She noted the  
57 compounding effect of a 4.7% increase in staff costs.

58 Tony said a small levy is not a bad idea, noting that \$100,000 would cover  
59 expenses for several years and only cost about three or four cents per thousand of  
60 valuation. He said the Library is loved by the community and believes they will  
61 support a levy for services. Donna said it would be difficult to choose between the  
62 school, Fire District, and Library, and suggested putting it off until 2014.

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

#### 64 **PLANNING & PRIORITIES**

65 Update Library Directions (LRP): Phil presented a second draft of the Long-  
66 Range Plan. He talked about the island-wide mailing of the Library's annual report  
67 and the completed needs assessment process, and recommended the timely approval of  
68 the updated Long-Range Plan. The Board discussed changes and requested that the  
69 reference to the Library as a "gathering space to share information" be included. Phil  
70 will bring a draft to the November meeting.

71 Library Building Expansion Discussion: Margaret said that the landscaping  
72 project got her fired up and thinking that a much smaller addition to the building  
73 might be doable. She noted that libraries are the only truly free and democratic venues  
74 available for continuing education. She has seen changes in usage and the growing  
75 popularity of eBooks, and felt more people space for gatherings, quiet reading,  
76 computer use, and personal research was needed. Margaret believes that with the  
77 Library and Friends capital endowments, together with a couple of major donors, a  
78 smaller addition could be added for \$500,000.

79 The Board discussed people space versus collection space, computer use, a  
80 funding campaign, statistical counts, the recent needs assessment, cost estimates, floor  
81 plan, off-site locations, and donors.

82 Pierrette said the Board has been discussing expansion for 10 years. She  
83 recommends a different plan, very simple and low cost. She recommends tying in the  
84 theme of the 20<sup>th</sup> Anniversary to attract donors. Also, cost estimates need to be pinned  
85 down.

86 Donna said she is not opposed to an addition, but she wants to be shown the  
87 need and the finances. The board recognized a *Catch 22* between having a building  
88 plan and getting firm bids. Rachel made a **MOTION** that the Board explore the

89 possibility of a small expansion, not to exceed 1,500 square feet, with a report,  
90 including detailed financial information, to be presented for a vote to move forward at  
91 the January 2013 Board meeting. Alan seconded, and the **MOTION** passed with 3 Yea  
92 and 1 abstention.

93 20<sup>th</sup> Anniversary Update: Phil had meetings with Friends Library Fair Chair  
94 James Lobdell about combining the 2013 Library Fair with the 20<sup>th</sup> Anniversary  
95 celebration, and to host the event on Library grounds. Events might include a  
96 February 2013 open house, a historical pictorial display, speaker engagements, and  
97 free summer picnic with entertainment.

98 **NEW BUSINESS**

99 Relevant News and Issues: None.

100 Director's Report: Phil highlighted the Library Facebook account, additional  
101 shelving in the YA section, the upcoming staff retreat, and programming and policies.  
102 Phil reported on the School Library discussion including participation of the Library  
103 and School Boards, with the first meeting scheduled for October 23<sup>rd</sup>. The discussion  
104 will focus on cooperation between the two districts to improve long-term library service  
105 to students. Donna shared additional thoughts on the process, and asked to include the  
106 item on the November meeting agenda.

107 Friends of the Library: Pierrette said the Friends will be discussing moving the  
108 Library Fair to the Library grounds. She felt this was a good plan and would save time  
109 and reduce costs.

110 **REPORTS FROM ACTIVE COMMITTEES**

111 Collection Management: The October meeting is Friday October 12 at 1:00 p.m..

112 Community Relations: None.

113 Facilities & Systems: None.

114 Finance: None.

115 Policy & Personnel: None.

116 **PUBLIC COMMENT** – None.

117 **CALENDAR** – None.

118 **OTHER** – None.

119 **EXECUTIVE SESSION** – The Board moved into the scheduled Executive Session at  
120 11:26 a.m. for the review of the Director. The Board returned to Regular session at  
121 12:00 p.m. There was no action.

122 There being no further action, the Meeting was adjourned at 12:01 p.m.

123 Submitted by Mary Pugh

124 Approved \_\_\_\_\_

Orcas Island Public Library  
School-Public Library Discussions about Library Services for Students and Families  
Meeting Notes, October 23, 2012; by Phil Heikkinen, OIPL Director

Agenda, prepared by Donna Riordan:

School-Public Library Discussions: ideas about providing the best possible library services for students for the long-term

October 23, 2012, 8 to 10 a.m. – First Meeting

Location: OISD School Library

Attendees: representatives of the School and Library Boards; School Superintendent and Orcas Island Library Director; other staff members as appropriate

Draft Agenda (all times approximate)

1. Purpose of meeting (5 min)
2. Expected outcomes of this collaboration (10 min)
3. Prior discussions between OIL and OISD and outcomes (see attachments) (15 min)
4. Current status of library programs -- both OIL and OISD (40 min)
  - Funding levels and sources
  - Staffing levels and requirements
  - Collections management
  - Limitations/restrictions
5. Information needed for next meeting (5 minutes)
6. Next steps and timing (5 minutes)

Attachments:

2001 Draft Contract between OISD and OIL (pdf file, 13 pages)

Draft 9/12/12 -- Orcas Island Public Library Long-Range Strategic Directions

July 2008 -- Two summaries (July 5 of OIL/OISD Discussions (Phil Heikkinen))

Attendees introduced themselves, including members of the OIPL and OISD boards, staff, and four members of the public. Discussion points included:

- Both the school and public library received numerous citizen comments at the time of this academic year's OISD budget crisis, asking whether the public library could operate the school library.
- What collaboration can occur, if any? At least, the group felt we could offer a statement to the community about the possibility.
- There is a lot of community and donor passion about the school library. The school may be able to reopen the library at some level if enough donations come in.
- How might students best receive library services in this difficult situation? How can the community make best use of this space year-round, for example for adult continuing education?
- What are the legal constraints, if any, to school and public library collaboration?
- The ideal outcome is a school library operated by the school district; Plan B might be a joint operation; and Plan C might be for the public library to modify its services in an attempt to better serve students in the absence of a school library.
- Research is available showing examples of various types of school-public library cooperation.
- Some of the questions to answer include:
  - What is feasible financially for OIPL and OISD?

- Are the missions of the two districts compatible with regard to providing library services to students?
- What can we share with respect to an online library system, staffing, databases, collections, etc.?
- Who do we each serve, and how best can we serve them?
- What are the staffing options, for example with respect to volunteers?
- Tom Fiscus will research legal parameters, including with San Juan County Prosecutor Randy Gaylord, for whom OISD is a client.
- Phil Heikkinen will research and share with the group some examples of school-public library cooperation.

The next meeting was scheduled for November 20.

Submitted by Phil Heikkinen

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Board Secretary

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 13, 2012

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and  
7 Donna Riordan; Library Director Phil Heikkinen, staff members Mary Pugh, Nita  
8 Couchman; and Friends Board Member Pierrette Guimond. Community members were  
9 also present.

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

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

12 **ROUTINE MATTERS**

13 Minutes: Board reviewed the October 9, 2012 Regular Board Minutes and made  
14 corrections. After additional discussion, it was agreed that the Minutes would be  
15 updated and presented at the December meeting.

16 Vouchers and Payroll: Donna said she had reviewed the November 2012 payroll,  
17 and the October and November invoices. She said they were within the customary  
18 range of expenses and recommended approval

19	•	November 2012 Payroll	\$26,127.21
20	•	10/16/2012 Invoice Accounting Report	\$3,304.19
21	•	10/23/2012 Invoice Accounting Report	\$2,049.37
22	•	11/06/2012 Invoice Accounting Report	\$789.70
23	•	11/06/2012 Invoice Accounting Report	\$4,359.60

24 Donna made a **MOTION** to approve the November payroll; Margaret seconded, and the  
25 **MOTION** passed unanimously. Donna made a **MOTION** to approve all payments from  
26 the invoice accounting reports, Tom seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – Pierrette spoke about the landscape budget for 2013 and the  
28 use of volunteers and paid consultants. Kevin Sloan spoke about the process for  
29 determining the landscaping budget for 2013. He said the landscape volunteers should  
30 have received more information and been included and consulted in the discussions. He  
31 does not see the need of a supervisor for the volunteers who have professional  
32 experience, and extensive knowledge of the grounds. Margaret and Alan said that the  
33 consultant would also work on the landscaping, not just supervise; and that the Board  
34 wished to ensure the vitality of the new design. Phil said the amount in the budget is  
35 an estimate, no contract for services has been signed, and we would use only the level  
36 of consulting that was necessary.

37 **2013 BUDGET DISCUSSION WITH PUBLIC TESTIMONY**

38 2013 General Fund Budget – Donna said there were no significant changes from  
39 the October budget presentation. Mary said that the Assessor’s Office recommended  
40 adding \$1100 for refunds. Mary said this had previously been included in the state  
41 assessed land and leases, but is now given its own line. The tax revenue reserve was  
42 increased by the same amount. Mary said it continues the refrain of needing to ask in  
43 order to receive.

44 Donna reiterated the discussion on income, noting that there are only two  
45 buckets of funding: tax revenue and other income dollars. She said that tax revenue  
46 does not cover operating costs and the library needs a flow of donations to make up the  
47 difference. The District will need to use reserves if those revenues do not keep up with  
48 expenses. Donna plans to track donations more closely. Tom asked for percentages, and  
49 Donna replied that donations and other revenues make up 10-15% of the budget.

50 There was no additional public comment. Donna made a **MOTION** to adopt the  
51 2013 General Fund Budget in the amount of \$1,009,238 by Resolution 2-2012.  
52 Margaret seconded, and the **MOTION** passed unanimously.

53 Donna made a **MOTION** to adopt Resolution 3-2012 setting the tax levy for  
54 2013 at \$568,222.14. Margaret seconded, and the **MOTION** passed unanimously.

55 2013 Building Fund Budget – Donna made a **MOTION** to adopt Resolution 4-  
56 2012 setting the 2013 Building Fund Budget in the amount of \$5,803. Tom seconded,  
57 and the **MOTION** passed unanimously.

## 58 **PLANNING & PRIORITIES**

59 Update Library Directions (LRP): Phil discussed the third draft of the Long-  
60 Range Plan, which includes adding the Library as a “welcoming place for reflection,  
61 exploration, discussion, and community networking.” The Board discussed how to  
62 quantify the goals and record measures. Tom will meet with Phil to develop output  
63 measures. Additional edits were made to the draft. After updating, Donna made a  
64 **MOTION** to adopt the 2012 Library Directions as amended. Tom seconded, and the  
65 **MOTION** passed unanimously.

66 **The Board took a break from 10:03 a.m. to 10:12 a.m.**

67 OISD Library Memo of Understanding: Donna updated the Board on the  
68 meeting with the School Board, their staff, and community members at the school on  
69 October 28. The discussion explored the Library and School District working together  
70 to solve the needs of students. Donna said everyone had the desire to collaborate but  
71 many issues remain. Phil said the focus is to find long-term solutions. The Board  
72 reviewed the Memo of Understanding. Tom made a **MOTION** to approve the Memo of  
73 Understanding and forward it to the School Board. Donna seconded, and the **MOTION**  
74 passed unanimously.

75 Library Building Expansion Discussion: Margaret said she has been reviewing  
76 articles about the future of libraries. Most concede books will be around for awhile, but  
77 acknowledge the impact of eBooks. She noted libraries’ central role as the only free and  
78 open access to information and learning. She said the overwhelming need is for people  
79 space that is open and flexible.

80 Donna supported these comments, noting the tie-in to the Community  
81 Foundation’s needs assessment. She wants to be sure everything is on the table. Alan  
82 reiterated the Board’s October decision to have a go or no-go vote in January. Donna  
83 agreed that the discussion needs a terminus; however, she would like to finish the  
84 discussion on the school library before any drop-dead deadline is reached. Alan said the  
85 school discussion could continue; however, the Library has its own needs and priorities.  
86 Donna and Tom do not see the problem with waiting 30 additional days, until the  
87 February meeting. Phil said he should have a concept with preliminary costs by  
88 December. Margaret sees an urgency to have the information available for possible  
89 donors. Donna is sensitive to that issue but feels the donors should gift unrestricted

90 funds to the Library. She suggested conversations with donors that encompass more  
91 than bricks-and-mortar gifts.

92 Tom said everyone agrees that more space is needed. Donna, however, said that  
93 the statistical numbers are going down. Margaret attributed the decrease, at least in  
94 part, to a lack of space. Donna said she needs the information and analysis; she needs  
95 to know what needs will be met that are not being met now.

96 Phil said the information has been gathered mostly by surveys and statistics.  
97 Margaret noted the obvious need for space is now and feels good about a smaller  
98 expansion with flexible people space which will cost less than the 2009 plan.

99 Alan is concerned about waiting, noting he will not be at the February meeting.  
100 Margaret would like a consensus to move forward; she is concerned and feels time is  
101 running out. She would like to continue and feels much can be accomplished by the  
102 January meeting. Alan said the Library can still help the school, but needs to take care  
103 of its own needs as well. Margaret and Phil will meet with OICF to discuss their needs  
104 study.

105 20<sup>th</sup> Anniversary Update: Phil updated the Board on events for the 20<sup>th</sup>  
106 Anniversary Celebration. He said the staff felt that combining the celebration with the  
107 Library Fair would dilute the impact of the 20<sup>th</sup> anniversary, and that they should be  
108 kept separate. Donna asked what speakers and entertainment was planned. She said  
109 topics should tie into library issues, i.e. “libraries as public spaces.” Margaret agreed  
110 and expressed interest in the makeup of libraries of the future, noting how much has  
111 changed in the 500 years since the development of printed books. Alan asked for a  
112 more complete outline in the January packet.

### 113 **NEW BUSINESS**

114 Relevant News and Issues: None.

115 Director’s Report: Phil referred to his written report. He also discussed the  
116 October 25 staff retreat, home delivery services, more information shelving for the  
117 lobby, and extra staff meetings to follow-up on several new initiatives.

118 Friends of the Library: Pierrette requested sign-ups for helping at the  
119 December 1<sup>st</sup> Holiday Tea. She said the Friends are making changes to next year’s  
120 Library Fair, noting the increasing costs and decreasing manpower; they have decided  
121 not have an art auction at next year’s Fair. She is disappointed that the Fair will not  
122 be combined with the 20<sup>th</sup> Anniversary; she thought it would increase the draw to both  
123 events. Pierrette said the membership letters have been mailed. She reminded the  
124 Board there will be no Friends meeting in December or January. Also, the Winter  
125 Booksale is February 23<sup>rd</sup>.

### 126 **REPORTS FROM ACTIVE COMMITTEES**

127 Collection Management: None.

128 Community Relations: None.

129 Facilities & Systems: None.

130 Finance: None.

131 Policy & Personnel: Phil asked the Board to consider a staff sick leave transfer  
132 for 2012. The Board asked for more details in December.

133 **PUBLIC COMMENT** – None.

134 **CALENDAR** – The Board confirmed the January 22 Board work session, and approved  
135 the Heartwood House location. They delayed the decision on a facilitator until the  
136 agenda is finished.

137 **OTHER** – None.

138 **EXECUTIVE SESSION** – The Board moved into the scheduled Executive Session at  
139 11:26 a.m. for the review of the Director. The Board returned to Regular session at  
140 11:57 a.m. There was no action.

141 There being no further action, the Meeting was adjourned at 11:58 a.m.

142 Submitted by Mary Pugh

143 Approved \_\_\_\_\_

Orcas Island Public Library  
School-Public Library Discussions about Library Services for Students and Families  
Meeting Notes, November 20, 2012; by Phil Heikkinen, OIPL Director

Agenda, prepared by Donna Riordan:

Second meeting of OIPL and OISD  
November 20, 2012, 8 am - 10 am  
Location -- OISD School Library

1. Discussion/adoption of MOU (attached)
2. Updates
  - November ballot bond issues and what they mean related to this discussion
  - WA state law as it pertains collaboration among public institutions
  - Interlocal agreements (attached)
3. Getting information
  - Compatibility of public and school library missions (see attached mission from OIPL)
  - Implications of “public” vs “open public” spaces in libraries
  - What is safe for students (fiduciary duty)?
4. Getting our work done
  - How? Subgroups? Assignments?
  - Issues? E.g.
    - Space needs for school-age children and their families -- How do we know? How do we find out?
    - Space needs for public library and optimal space use? -- OIPL has begun this process; will update at this meeting.
    - Staffing criteria -- differences/similarities in specialized skills between OISD and OIPL?
  - Timing -- what’s our target for completing this examination?

Attachments:

Memorandum of Understanding  
Draft 11-13-12-- Orcas Island Public Library Long-Range Strategic Directions  
Example of an Interlocal Agreement (Asotin, WA)

Attendees included members of the OIPL and OISD boards, staff, and a member of the public; we were soon joined by Randy Gaylord, San Juan County Prosecutor. Discussion points included:

- We all took a copy of the approved memorandum of understanding, which was approved by the boards of OIPL and OISD, and which lists the main goals for this committee.
- The school bond issue passed in the November election; construction and remodeling are in the early planning stages, possibly to include the library. The tech levy, which also passed, can include operating funds for the library.
- Randy Gaylord joined the meeting, and shared his opinion on legal issues relevant to possible school-public library collaboration. In addition to his written document, he said that:
  - In the case of conflicts between the two institutions’ missions, apply them as appropriate, depending on the context.
  - He discussed “public” versus “open public” spaces. Visitors on the school campus are expected to check in at the front office. The public library may have different policies on the school campus than at its main location, even if it operates both facilities.

- Are we assuming that our main discussion is about the public library operating a children's branch on the school campus? Or are there alternatives? What else might the public library do to support the function of the school library?
- OIPL would seem to have a choice between adding onto its own building or instead using new spaces on the school campus after the construction project.
- How best can we serve the students and the community? To what extent are our missions and operations compatible for these purposes?
- We will distribute and consider a checklist of questions in preparation for our next meeting, scheduled for December 14 at the school library.

Submitted by Phil Heikkinen

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Board Secretary

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 December 11, 2012

5 Library President Alan Lichter convened the meeting at 9:00 a.m. in the Community  
6 Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcomb,  
7 Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen, staff members  
8 Mary Pugh, and Nita Couchman. Community members were also present.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Mary added the October  
11 2012 Minutes to Routine Matters. Donna said the Sick Leave Transfer  
12 Recommendation under Policy and Personnel should have been marked as a potential  
13 action item.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the October 9, 2012 Regular Board Minutes and  
16 Donna made a **MOTION** to approve, Margaret seconded, and the **MOTION** passed  
17 unanimously. The Board reviewed the November 13, 2012 Regular Board Minutes and  
18 made a spelling correction. Tom made a **MOTION** to approve the Minutes as corrected,  
19 Rachel seconded, and the **MOTION** passed unanimously.

20 Vouchers and Payroll: Donna said she had reviewed the December 2012 payroll,  
21 and the November and December invoices and recommends approval. She said that an  
22 October 10<sup>th</sup> report was not on last month’s signature page and is included this month.  
23 Donna said there were several annual payments in November that raised the overall  
24 total for invoices.

25	December 2012 Payroll		\$27,123.65
26	11/13/2012	Invoice Accounting Report	\$3,843.47
27	11/20/2012	Invoice Accounting Report	\$12,380.00
28	11/26/2012	Invoice Accounting Report	\$1,472.05
29	12/04/2012	Invoice Accounting Report	\$2,412.60

30 Donna made a **MOTION** to approve the December payroll; Alan seconded, and the  
31 **MOTION** passed unanimously. Donna made a **MOTION** to approve all payments from  
32 the invoice accounting reports, Margaret seconded, and the **MOTION** passed  
33 unanimously.

34 **PUBLIC COMMENT** – None.

35 **PLANNING & PRIORITIES**

36 OISD Library Update: Phil reviewed research on other cooperative agreements  
37 between libraries and schools. Donna reviewed the last meeting, stating that the  
38 question is different than the discussions in 2002 and 2008. She said the basic premise  
39 is to determine what is needed versus what is possible. She noted Tom’s discussion,  
40 and said that the letter from Randy Gaylord, San Juan County Prosecuting Attorney  
41 did not find any legal reason precluding a mutual contract. What remains is a policy  
42 question of matching priorities and values. Tom noted those issues could be quite  
43 complicated, and Rachel said they were not insurmountable.

44 The Board discussed inter-generational services, home schooled students, 1<sup>st</sup>  
45 Amendment restrictions, adopting rules specifically for a school library, and internet  
46 filtering.

47 Donna said there is a unique window now, with the passage of the school bond  
48 and technology levies, to actively engage in discussions of a service contract to manage  
49 the school library. Rachel wanted to know what happens during holidays and summer  
50 break. Donna said the school district is looking at ways to address year-round  
51 activities. Phil said he felt an agreement would dilute the effectiveness of our Library;  
52 however, it does not preclude helping the school to more fully utilize the facility and  
53 services. A major concern is funding; even with an agreement, will the school commit to  
54 long-term funding of a school library.

55 Alan asked for a straw vote on whether to continue discussions with the school.  
56 Tom, Donna and Rachel said yes, further discussions would be beneficial. Alan and  
57 Margaret said no, a service agreement would dilute the focus from the Library. The  
58 next joint meeting is on December 17.

59 Library Building Expansion Discussion: Phil doesn't want the Board to fixate on  
60 concept drawings; rather to focus on space needs, i.e. children's, YA, meeting room, etc.  
61 Margaret said she had several meetings with John Ashenurst, Lisa Byers (OPAL),  
62 Hilary Canty (OICF), Diane Berreth (OICF), Bob Egan (OIPR). All stressed the need to  
63 involve the community and be transparent in discussions. All agreed the Library needs  
64 more space.

65 **The Board took a break from 10:15 a.m. to 10:21 a.m.**

66 Alan believes a small addition can be funded with donations, reminding the  
67 Board of the \$8.5 million raised by the community to purchase Turtleback Mountain.  
68 Donna is concerned about the funding, adding that property owners are still processing  
69 the recent valuation decrease. She does not see how the Library can discuss an  
70 expansion without finishing the talks about the school library. Tom asked about  
71 overhead costs; Phil said roughly \$40,000 for overhead, staff, and collection. Margaret  
72 said her research showed expansions increased both circulation and patron visits.

73 Alan asked if a vote was still possible for January. The Board felt additional  
74 information is still needed and a vote may have to be postponed until March. Phil will  
75 have additional information for January.

76 20<sup>th</sup> Anniversary Update: Phil asked if there were questions on his report.  
77 Donna asked about the speakers and topics. Phil said that Addie Newcombe is  
78 partnering with the Library on her senior project. She has arranged for a Spanish-  
79 language author to do a program in May.

## 80 **NEW BUSINESS**

81 Relevant News and Issues: None.

82 Director's Report: Phil presented the Board with a thank-you card from the  
83 staff. He highlighted items from his written report. Phil said he is researching the role  
84 of library boards in fundraising.

85 Friends of the Library: Phil estimated 800 people attended the Holiday Tea  
86 December 1<sup>st</sup>. The next Friends meeting is in February, 2013, and the Winter Booksale  
87 is February 23<sup>rd</sup>.

88 **REPORTS FROM ACTIVE COMMITTEES**

89 Collection Management: Phil noted the committee’s desire not to meet monthly,  
90 and to concentrate on special projects dealing with the collection. He said the  
91 committee’s role in purchase recommendations is less crucial than in years past, when  
92 we had a smaller, less experienced staff. The Board discussed licensing and circulation  
93 of eBooks.

94 Community Relations: None.

95 Facilities & Systems: None.

96 Finance: 2012 Year-End Budget Adjustment – Donna presented Resolution 05-  
97 2012 Amending the 2012 General Fund Budget. The amendment brings into the  
98 budget the 2011 ending cash balance of \$13,058. Donna made a **MOTION** to approve  
99 Resolution 05-2012; Margaret seconded. The **MOTION** passed unanimously.

100 Policy & Personnel: Sick Leave Transfer Recommendation – Phil referred to his  
101 memo and discussed with the Board how the transfer would be applied. Rachel made a  
102 **MOTION** to approve the transfer of up to two days, per FTE, of accumulated sick leave  
103 into compensatory time for eligible staff. Margaret seconded, and the **MOTION**  
104 passed unanimously.

105 **PUBLIC COMMENT** – Nita commented on the school library discussion, noting the  
106 lack of financial support by the school. She suggested additional outreach as a better  
107 way to help the school.

108 **CALENDAR** – The Board confirmed the Heartwood House location for the January 22  
109 Board work session, with no facilitator. The Board will meet 9-4 with a working lunch.

110 **OTHER** – None.

111 There being no further action, the Meeting was adjourned at 11:39 a.m.

112 Submitted by Mary Pugh

113 Approved \_\_\_\_\_

Orcas Island Public Library  
School-Public Library Discussions about Library Services for Students and Families  
Meeting Notes, December 14, 2012; by Phil Heikkinen, OIPL Director

The meeting began at 8 am at the OISD Library. We had no prepared agenda. Attendees included Barbara Kline, Tony Ghazel, Kyle Freeman (for OISD); Tom Fiscus, Donna Riordan, Rachel Newcombe, Phil Heikkinen (for OIPL); Mary Poletti, Andrea Hendrick, Kathy Ciskowski (members of the public).

- Donna led discussion of the OIPL Board meeting held on January 11, at which the Board supported continued conversations about a possible collaboration, though unclear about the form that might take.
- In light of passage of the OISD bond and tech levy measures, the District is scheduling meetings, beginning in January, of both a general advisory committee and various user groups to advise on specific aspects of the construction and remodeling project (such as library, classrooms, food service, music, and computer technology). The target for completion of the design phase is September 2013, with construction to finish by August 2015.
- OISD has a commitment to provide library services long-term, though unclear as to what level; some of the issues include funding, accessibility by people other than OISD students, and the impact of the technology levy.
- OIPL and OISD have crossover in the users or clientele, i.e., school-age children. How can we most effectively collaborate in providing them with library services?
- We discussed the checklist of considerations from the New Jersey Library Association, which addresses whether and how school and public libraries might best operate jointly; also, the document produced by the American Library Association that discusses at length the history, alternatives, and considerations for school-public library collaboration (emailed previously by Phil: <http://www.ala.org/aasl/aaslpubsandjournals/slmrb/slmrcontents/volume32000/relationships#roles>). Incidentally, the American Association of School Librarians (<http://www.ala.org/aasl/>) offers a variety of useful resources.
- We discussed the various roles of a school library on the campus, from research to recreational reading. Barbara said that her goal is to see OISD students continuing to have available a full range of services into the future.
- How might OIPL best approach funding an operation on the campus, ranging from operating a full branch to having a partial presence? We would likely need to campaign for a levy lid lift after developing costs and a timeline.
- Phil offered to develop some alternative scenarios and estimated costs for a range of levels of commitment by OIPL in time for the next meeting, which is scheduled for 8 am on Wednesday, January 30, in the School Library.

Submitted by Phil Heikkinen

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Board Secretary