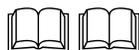


1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **January 11, 2010**

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

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

12 **OFFICER ELECTION & COMMITTEE ASSIGNMENTS**

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

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

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

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

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

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

35 2010 Housekeeping Items – The Board decided to keep the regular board meetings at
36 9:00 A.M. on the 2nd Monday of each month. They also reviewed the 2010 calendar's action
37 items.

38 **ADDITIONS or MODIFICATION TO THE AGENDA** – Lois added a discussion of the
39 Long-Range Plan to Planning and Priorities. Tom asked for a discussion of Crossroads in
40 Planning and Priorities. Phil asked time for staff introduction after Routine Matters.

41 **ROUTINE MATTERS**

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

44 Vouchers and Payroll: Tom presented items for payment indicating items from both the
45 2009 and 2010 budget years. He stated that he had reviewed the invoices and payroll and found
46 them normal and customary, and he recommended approval.

47	• 2009 Accounting report 12/23/2009	\$3,151.34
48	• 2009 Accounting report 12/29/2009	\$1,691.77
49	• 2009 Accounting report 1/6/2010	\$5,285.56
50	• 2010 Accounting report 1/10/2010	\$1,804.40
51	• January 2010 Payroll	\$24,816.79

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

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

59 **PUBLIC COMMENT**

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

62 **PLANNING & PRIORITIES**

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

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

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

73 Board Retreat Agenda: The Board discussed the facilitator's role, having agreed on
74 having a one for the entire retreat. Items for discussion were listed as well as inviting resource

75 people to attend. The Board felt there was not enough time to include other individuals and
76 agreed to have them attend the regular meetings every couple of months. Lois and Phil will meet
77 with the facilitator to finalize the agenda.

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

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

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

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

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

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

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

116 Alan asked the rationale for hiring an administrator. Phil said the volunteers on the
117 committee have done a remarkable job for the past three years, but are unable to sustain the same

118 level and were becoming burned out. Lois asked if it was time they became their own entity. Phil
119 said there had been discussions, but it was determined to be too expensive and would take the
120 program away from the Library, which receives very good community feedback.

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

127 **NEW BUSINESS**

128 Relevant News & Issues: No additional discussion.

129 Director's Report: The Board reviewed the report.

130 Friends of the Library: Friends' Treasurer Marilyn Jackson reported that the December
131 Holiday Tea was very well attended with lots of food and entertainment. This year a holiday
132 book sale was added. The book sale committee pulled from the donations special items suitable
133 for gifts and set up a display table. That sale brought in \$325 and will be continued next year.
134 Marilyn said they are working on a membership drive and will have a work party before
135 Tuesday's meeting. The Library Trustee representative will be Tom for the Friends' February
136 meeting, and Alan for March. The Friends Winter Book Sale is scheduled for February 20, from
137 10 to 3 pm in the public school cafeteria.

138 **REPORTS FROM ACTIVE COMMITTEES**

139 Community Relations: No additional discussion.

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

143 Finance: No additional discussion.

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

147 **PUBLIC COMMENT**

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

152 Pierrette Guimond thanked the Board for the good discussions today. She asked about the
153 fact sheet; the 2010 calendar; and the volunteer appreciation day. Pierrette asked about the
154 Crossroads tax funding. Phil and Mary both said there is no tax funding; all funds are from
155 grants, donations and ticket sales.

156 **ADJOURNMENT**

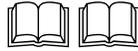
157 There being no further discussion, the meeting was adjourned at 11:20 AM.

158 Submitted by Mary Pugh.

159 Approved:

160 _____
161 Board Secretary

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 February 8, 2010

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

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

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

12 **ROUTINE MATTERS**

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

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

- 17 • 2009 Accounting report 1/22/2010 \$5,285.56
- 18 • 2010 Accounting report 1/26/2010 \$1,804.40
- 19 • February 2010 Payroll \$25,496.59

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

23 **PUBLIC COMMENT**

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

27 **PLANNING & PRIORITIES**

28 Long-Range Planning Process: Phil said he met with Alan and Joan to streamline the
29 process by reducing the number of meetings to two and the committee membership to nine.
30 Participants will include a Library Board member, a Friends Board member, a Library staff
31 member, and additional community members. He has a pool of persons who could represent
32 more than one segment of the community, i.e. a business person who is also involved with the
33 school. He said the committee charge would basically be to ask the community what the Library
34 should achieve in the next five years.

35 Phil will get commitments for two meetings approximately a month apart. Tom asked if
36 there was a way to include the public to be a part of the process and give input. Lois said written
37 comments could be given, as well as speaking directly to committee members after each session.
38 Phil said the survey results would also be available. The anticipated timeline will begin in
39 March, finish in April, and bring the process to the Board in May for possible approval.

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

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

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

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

60 **NEW BUSINESS**

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

63 Crossroads Report – Diane Berreth: Committee Chair Diane Berreth gave a history of
64 Crossroads noting the initial funding through a grant from the Sir Francis Bacon Foundation in
65 2007; the Fall through Spring season geared towards islanders; and topics focused on the
66 Library's mission statement and core values to bring a diversity of ideas and educational
67 resources to the community. Diane said there are eleven members on the committee and each
68 one, at times, spearheads a speaker, with the committee as a whole putting in over 45 hours from
69 search to opening night. She said the average cost per speaker is \$2100 and lectures are
70 averaging 125 audience members.

71 Diane said this season's innovation was the ability to purchase season tickets and a
72 premium associate's membership; there are some free tickets still available. All expenses are
73 approved by the committee chair and Phil before going to Mary for payment. Joan asked how it
74 impacted the budget. Mary explained that the revenue and expenses for Crossroads have their
75 own account number within the budget and all transactions are recorded there.

76 Tom said that his previous concern was the Board's degree of responsibility without clear
77 authority. He said that hiring an employee changed the dynamics and he wanted to make sure the
78 existing staff had fair and equitable treatment. Tom had an additional meeting with Mary and has
79 a clearer understanding of the financial aspects of Crossroads. He feels his concerns have been
80 addressed.

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

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

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

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

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

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

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

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

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

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

116 **REPORTS FROM ACTIVE COMMITTEES**

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

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

128 Finance: There was nothing additional to report.

129 Policy & Personnel: - Staff Visit – Children’s Librarian Nita Couchman: Joan thanked
130 Nita for attending and announced February 28th was Nita’s 5th anniversary. Nita said she was a
131 library employee in Sitka, Alaska and moved here in 2004. She began volunteering here in
132 October and became part-time staff soon after. She received her MLS in December 2007 and
133 began as the Children’s Librarian in January 2008. Nita said that in addition to her front desk
134 time, some of her responsibilities are the children’s book purchasing and processing; story times;
135 preschool and elementary school visits; Children’s Book Club (15 participants); summer reading
136 program (135 participants); YMCA story times (35 participants); 4th of July Parade; children’s
137 booths at Library Fair; 2010 Story Fest (60 participants); Trick-or-Treat for Books at Halloween
138 (225 participants); November Family Literacy month; and the Friends Holiday Tea.

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

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

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

143 Submitted by Mary Pugh.

144 Approved:

145 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **March 8, 2010**

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

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

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

11 **ROUTINE MATTERS**

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

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

- 15 • Accounting report 2/11/2010 \$7,077.97
- 16 • Accounting report 2/23/2010 \$2,145.84
- 17 • Accounting report 3/2/2010 \$5,391.19
- 18 • March 2010 Payroll \$23,989.98

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

21 **PUBLIC COMMENT**

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

23 **PLANNING & PRIORITIES**

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

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

33 Board Retreat Follow-up: Public Comment Guidelines: As noted previously, the
34 Guidelines are posted in the lobby and published on the website.

35 Code of Ethics: The Board had several samples to review and favored the PLA version
36 and a third-person perspective. Lois would like to have a final version to use with Trustee
37 recruitment this year. She will work on a draft for the April meeting.

38 **NEW BUSINESS**

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

42 Proposed By-Laws Change – Collection Management Committee: Lois read Resolution
43 01-2010 to form a new standing committee for collection management. This was the second
44 reading as required by the By-Laws. Alan made a MOTION to adopt Resolution 01-2010. Tom
45 seconded and the MOTION passed unanimously.

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

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

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

59 **REPORTS FROM ACTIVE COMMITTEES**

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

68 **EXECUTIVE SESSION**

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

71 **NEW BUSINESS – Cont.**

72 Director's Report: Phil reminded the Board of the Crossroads Lecture on Sunday, March
73 14th at 2:00 P.M. The Board reviewed the report, asking about the Washington Rural Heritage
74 Grant, of which Phil gave an overview.

75 **REPORTS FROM ACTIVE COMMITTEES – Cont.**

76 Community Relations: There was nothing additional to report.

77 Collection Management: There was nothing additional to report.

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

80 Finance: There was nothing additional to report.

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

82 **PUBLIC COMMENT**

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

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

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

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

89 Submitted by Mary Pugh.

90 Approved:

91 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **April 12, 2010**

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

10 **WELCOME & INTRODUCTIONS** – Lois greeted Pierrette and Nita.

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

13 **ROUTINE MATTERS**

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

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

- 17 • Accounting report 3/16/2010 \$6,642.16
- 18 • Accounting report 3/26/2010 \$7,066.61
- 19 • Accounting report 4/2/2010 \$7,136.76
- 20 • March 2010 Payroll \$24,313.75

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

23 **PUBLIC COMMENT**

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

26 **PLANNING & PRIORITIES**

27 Code of Ethics: Lois led discussion of the draft that she had distributed as part of the
28 Board packet. Joan asked for a definition of “library service.” Phil said that it was referring to
29 library services to the community. Joan discussed the concept of conflict of interest and
30 suggested changes to the wording of that item; and Tom asked for examples to help clarify the
31 intent of the item. Lois made the suggested changes in the draft. The Board and Phil then
32 discussed the Library’s approach to potential legal situations involving confidentiality and
33 intellectual freedom, including challenges to a book being in the collection. Phil said that some
34 libraries have an attorney available in cases of court orders or other difficult situations; and the
35 Board asked Phil to look into the possibility of making such an arrangement with a local
36 attorney. Also, the Board discussed enforcement of ethics policies that Joan said ethics, in

37 general, are inherently difficult to define. Phil said that the recourse would have to be in the
38 RCWs or by-laws with respect to voting a Trustee off the Board. Lois said that she would
39 research the applicable laws or policies.

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

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

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

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

71 **NEW BUSINESS**

72 Relevant News and Issues: Rachel shared a handout from her attendance at a Trustee
73 Excellence program at the PLA Conference in Portland in March. She said she saw benefits in
74 having more formal trustee training. Phil reviewed how the Board has done training in recent
75 years, including a visit from a State Library consultant. Lois said that the Association of Library
76 Trustees, Advocates, Friends and Foundations (ALTAFF), a division of ALA, is a good resource.
77 Rachel said that it might be good to present a program at the next PLA Conference, in
78 Philadelphia from March 13-17, 2012, about serving as a trustee in a small community. Rachel
79 said that she would report more in May about her PLA experience. Phil reminded everyone about

80 the upcoming PNLA/WLA Conference from August 11-13 in Victoria, BC, for which he is a co-
81 coordinator; and shared a variety of recent publications about libraries.

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

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

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

106 **REPORTS FROM ACTIVE COMMITTEES**

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

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

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

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

117 Finance: Fundraising Discussion: Tom reported his meeting with Alan and Phil to discuss
118 fundraising options. His first question was whether fundraising for a junior taxing district is
119 appropriate; and said he believes the answer is yes. The Friends organization already does this on
120 behalf of the Library. And most other public libraries do active fundraising. We engage in
121 fundraising through the OICF, although our Board does not do its own independent general
122 fundraising beyond what has been done for capital projects. Alan said that forming a foundation
123 is worth considering very seriously, especially for the purpose of raising long-term funds, and

124 not necessarily in concert with the Friends, which already has a structure in place. Tom discussed
125 how best to accept gifts. The Friends has an annual budget; but a foundation could be a vehicle
126 for soliciting and accepting major donor gifts. Usually, library foundations exist independently of
127 the library board. A good starting place would be to talk with local philanthropists to get their
128 suggestions. Lois asked whether this could also be used for capital projects, and Tom said it
129 could. Alan said that we could tap into existing experience with foundations on Orcas. Tom said
130 that there are at least 18 private family foundations here. He suggested that he could report on his
131 research at the June board meeting. Phil said that he felt it was also worth exploring alternatives
132 at the same time, noting the challenges with recruiting and maintaining another independent
133 board; alternatives might include a fundraising committee with ties to OICF. Tom said that one
134 limitation of OICF currently is that they have only two means of investment. Joan said that this
135 would be a good topic for the August retreat.

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

141 **PUBLIC COMMENT**

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

150 **CALENDAR**

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

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

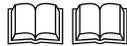
159 There being no additional business, the meeting was adjourned at 11:33 P.M.

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

162 Approved

163 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **May 10, 2010**

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

9 **WELCOME & INTRODUCTIONS** – Lois thanked everyone for attending.

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

13 **ROUTINE MATTERS**

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

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

- | | | |
|----|-------------------------------|-------------|
| 18 | • Accounting report 4/8/2010 | \$2,491.25 |
| 19 | • Accounting report 4/20/2010 | \$3,787.64 |
| 20 | • Accounting report 4/23/2010 | \$1,577.44 |
| 21 | • Accounting report 4/26/2010 | \$8,232.65 |
| 22 | • Accounting report 5/07/2010 | \$11,604.58 |
| 23 | • May 2010 Payroll | \$25,210.20 |

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

26 **PUBLIC COMMENT** - None

27 **PLANNING & PRIORITIES**

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

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

34 Item Three: The Board discussed how to ensure that Trustees present a unified voice for
35 the Board when decisions are made; and distinguishing personal philosophies. Joan suggested

36 the difference between public action statements and private conversations; however, Tom noted
37 that does not preclude the private conversation becoming public.

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

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

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

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

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

57 **NEW BUSINESS**

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

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

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

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

75 The Board had questions on Phil's report covering the Kindle policy, budget status, and
76 San Juan Library's new fund reserves policy.

77 Friends of the Library: Jean said the Friends are working on the August Library Fair, and
78 have decided not to have a silent auction this year. The Friends will also have a booth at the
79 Museum's Historical Celebration on July 3rd.

80 Rachel will represent the Library Board at the Friends Board meeting tomorrow, May
81 11th; and Tom said that he would attend the June 8th meeting.

82 **REPORTS FROM ACTIVE COMMITTEES**

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

86 Rachel noted items published in the Sounder.

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

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

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

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

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

107 Policy & Personnel: Annual Review of Director Survey: Lois explained the form used in
108 2006 to gather staff and volunteer input. Joan noted that the form was not as much a review of
109 the Director as a review of the Library. The Board would like to develop a new form. Joan will
110 meet with Phil to look at other samples.

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

113 **PUBLIC COMMENT**

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

116 Alan commented on a recent Med-Flight experience and is very happy the Board offers
117 this benefit to the staff.

118

119 **CALENDAR**

120 Lois said that in June, the Board would look at possible policy updates, discuss the
121 annual survey, hope to approve the Long-Range Plan, and discuss the possible budget
122 amendment. She noted that Tom would chair the meeting because she might not be back on-
123 island until the day of the meeting.

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

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

126 Submitted by Mary Pugh

127 Approved

128 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **June 14, 2010**

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

9 **WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending.

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

11 **ROUTINE MATTERS**

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

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

- | | | |
|----|-------------------------------|-------------|
| 17 | • Accounting report 5/24/2010 | \$14,927.95 |
| 18 | • Accounting report 6/07/2010 | \$12,151.65 |
| 19 | • Accounting report 6/14/2010 | \$6,508.99 |
| 20 | • May 2010 Payroll | \$24,969.13 |

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

23 **PUBLIC COMMENT** – Holly Dennis spoke about the decision to have volunteers do
24 landscaping and her concern that the condition of the Library grounds might deteriorate.

25 Chris Elms spoke about how great the library is, commenting positively on the Sunday
26 hours and recent research help.

27 **PLANNING & PRIORITIES**

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

36 **The Board took a break between 9:50 A.M. and 9:56 A.M.**

37 **NEW BUSINESS**

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

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

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

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

50 **REPORTS FROM ACTIVE COMMITTEES**

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

54 Collection Management: Alan had nothing additional to report.

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

57 Finance: Budget Amendment: Phil ran through the budget adjustments for the General
58 Fund and Building Fund. The handouts included the amount each account would be changed and
59 an explanation of the change. Lois made a MOTION to adopt Resolution 02-2010 amending the
60 2010 General Fund Budget. Alan seconded, and the MOTION passed unanimously. Lois made a
61 MOTION to adopt Resolution 03-2010 Amending the 2010 Building Fund Budget. Alan
62 seconded, and the MOTION passed unanimously.

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

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

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

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

77 Annual Review of Director Survey: Lois reviewed the draft survey. She will have a
78 synthesis of responses for the August meeting.

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

80 **PUBLIC COMMENT** – There were no additional comments.

81 **CALENDAR**

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

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

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

85 Submitted by Mary Pugh

86 Approved

87 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 12, 2010

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

9 **WELCOME & INTRODUCTIONS** – Lois thanked everyone for attending.

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

13 **ROUTINE MATTERS**

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

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

- | | | |
|----|-------------------------------|-------------|
| 19 | • Accounting report 6/23/2010 | \$5,692.99 |
| 20 | • Accounting report 7/6/2010 | \$7,146.36 |
| 21 | • Accounting report 7/11/2010 | \$3,586.34 |
| 22 | • July 2010 Payroll | \$24,132.11 |

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

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

26 **POLICY & PERSONNEL**

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

33 **PLANNING & PRIORITIES**

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

35 Code of Ethics: The Board delayed action until Trustee Joan Pedrick could be present.

36 Trustee Recruitment: Lois described the previous process and steps to make
37 appointments unbiased and transparent. She will contact Council members about the search
38 process.

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

40 **NEW BUSINESS**

41 Relevant News and Issues: None.

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

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

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

50 **REPORTS FROM ACTIVE COMMITTEES**

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

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

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

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

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

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

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

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

72 Annual Review of Director Survey: Lois reviewed the draft survey. She will have a
73 synthesis of responses for the August meeting.

74 **PUBLIC COMMENT** – There were no additional comments.

75 **CALENDAR**

76 The Board discussed upcoming action items.

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

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

84 Submitted by Mary Pugh

85 Approved

86 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **August 9, 2010**

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

9 **WELCOME & INTRODUCTIONS** – Lois thanked everyone for attending.

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

11 **ROUTINE MATTERS**

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

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

- | | | |
|----|-------------------------------|-------------|
| 17 | • Accounting report 7/19/2010 | \$4,876.26 |
| 18 | • Accounting report 7/27/2010 | \$3,609.81 |
| 19 | • Accounting report 8/3/2010 | \$4,359.18 |
| 20 | • July 2010 Payroll | \$25,750.12 |

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

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

24 **PLANNING & PRIORITIES**

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

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

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

32 **NEW BUSINESS**

33 Lois adjusted the Agenda to accommodate Friends President Pierrette Guimond's time
34 constraints.

35 Friends of the Library: Friends President Pierrette Guimond reported that their Treasurer,
36 Marilyn Jackson, has resigned from the Friends Board for personal reasons. Pierrette also
37 reported on the Library Fair, and the Friends' Annual meeting on September 23rd. Pierrette left
38 the meeting at about 10:30.

39 **PLANNING & PRIORITIES – Cont.**

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

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

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

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

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

59 **EXECUTIVE SESSION**

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

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

65 **REPORTS FROM ACTIVE COMMITTEES**

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

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

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

73 Finance: Tom reported on the latest financial report on dedicated and endowment funds,
74 commenting on a 3% loss. Joan asked about how OICF invests funds. Tom explained how the
75 funds were established by donors with OICF and out of the Library's control. The investment

76 advisor is the Seattle Foundation and generally has good returns; however, funds can lose value.
77 He discussed how funds might be protected and how fundraising might fit in.

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

82 **PLANNING & PRIORITIES – Cont.**

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

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

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

91 Submitted by Mary Pugh

92 Approved

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ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting

August 30, 2010

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

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

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

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

Submitted by Phil Heikkinen

Approved

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **September 13, 2010**

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

10 **WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending.

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

13 **ROUTINE MATTERS**

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

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

- | | | |
|----|-------------------------------|-------------|
| 18 | • Accounting report 8/18/2010 | \$13,728.74 |
| 19 | • Accounting report 8/24/2010 | \$2,588.07 |
| 20 | • Accounting report 9/7/2010 | \$7,458.74 |
| 21 | • Accounting report 9/12/2010 | \$4,216.29 |
| 22 | • September 2010 Payroll | \$24,577.20 |

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

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

27 **PLANNING & PRIORITIES**

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

33 Staff Visit: Martin Arnold began at the Library as a volunteer and moved into a Library
34 Associate position when Nita left it to become the Children’s Librarian. He has three desk shifts,
35 is the website manager, and backs up ILL processing with Holly. After joining the staff, Martin

36 decided to pursue an MLS degree through San Jose State University's online program, which he
37 will finish up next year. Martin became the primary Sunday staff member and currently has a 27
38 hour work week.

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

40 **PLANNING & PRIORITIES – Cont.**

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

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

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

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

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

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

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

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

77 **NEW BUSINESS**

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

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

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

88 **REPORTS FROM ACTIVE COMMITTEES**

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

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

92 Facilities & Systems: There was no report.

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

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

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

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

103 Submitted by Mary Pugh

104 Approved

105 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 18, 2010

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

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

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

14 **ROUTINE MATTERS**

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

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

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

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

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

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

34 **DRAFT 2011 BUDGET WITH PUBLIC TESTIMONY**

35 Phil said that the new draft reflected changes based on Board discussion at the September
36 meeting for 2% merit and 2% COLA pools and the purchase of a microfilm scanner-printer with

37 photo editing capabilities. The Board asked what San Juan and Lopez libraries were doing with
38 COLA. Phil said that San Juan Library had a salary step schedule that implemented a 5% increase
39 and has not made a decision on COLA; and Lopez Library projected a 2% COLA. He said Lopez
40 had not implemented a salary step schedule. The Board asked how the merit pool will be utilized
41 and Phil said, based on a satisfactory annual review, up to a 2% increase would be given. Phil
42 said the funding for the microfilm scanner-printer came from the Newspaper Project Reserve
43 Fund.

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

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

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

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

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

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

69 **PLANNING & PRIORITIES**

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

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

75 **NEW BUSINESS**

76 Relevant News and Issues: Staff Visit: Kathy Lunde said she is in her 20th year at the
77 Library and described her duties. Joan asked if she had seen any significant changes during her

78 tenure. Kathy said that increased use was probably the biggest change, along with changes in
79 technology. Joan and the Board thanked Kathy for her service.

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

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

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

94 **REPORTS FROM ACTIVE COMMITTEES**

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

103 Community Relations: Rachel has placed notices for trustee recruitment.

104 Collection Management: There was no report

105 Facilities & Systems: There was no report.

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

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

112 **PUBLIC COMMENT** – There were no additional comments.

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

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

115 Submitted by Mary Pugh

116 Approved

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ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting

October 27, 2010

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

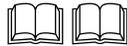
EXECUTIVE SESSION – The Board moved into Executive Session at 9:00 A.M., for a continued discussion on the annual review of the Director. The Board returned to Regular Session at 10:36 A.M. Lois said there was no action based on the discussion in Executive Session.

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

Submitted by Mary Pugh

Approved

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting
4 November 8, 2010

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

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

13 **WELCOME & INTRODUCTIONS** – Lois thanked everyone for attending.

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

15 **ROUTINE MATTERS**

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

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

- 21 • Accounting report 10/19/2010 \$6,706.45
- 22 • Accounting report 10/27/2010 \$5,269.67
- 23 • Accounting report 11/02/2010 \$5,709.39
- 24 • November 2010 Payroll \$25,645.02

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

27 **2011 BUDGET**

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

35 Joan asked about the sick leave cash-out/transfer; she did not remember the Board
36 removing that item. Phil said it was removed after the September meeting when the Board asked
37 for a draft with a 2% COLA and 2% merit and it was not specifically addressed at the October
38 meeting. Joan and Lois said that the cash-out/transfer was a way to reward the staff for being

39 healthy that would not affect the base salary. Phil said that previously half the staff used the
40 cash-out and half a transfer. The Board agreed that they had intended to keep the item in the
41 2011 budget. Mary said it could be handwritten into the current resolution or addressed at budget
42 amendment next year. It was decided to address the matter at budget amendment.

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

45 Tom made a **MOTION** to adopt Resolution 04-2010 setting the 2011 Tax Levy at
46 \$552,160.00. Alan seconded, and the **MOTION** passed unanimously.

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

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

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

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

56 **PLANNING & PRIORITIES**

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

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

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

73 **NEW BUSINESS**

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

75 Director's Report: Phil showed worksheets for the destruction of records under the
76 Records Retention Policy which is based on the State Archivist schedule. Joan asked if the
77 records could be recreated if needed. Mary explained that they are vendor invoices and petty
78 cash statements from 1988 through 2004, and of little historical value. Mary said the County
79 keeps additional copies. Phil said because some of the records might have personal information,

80 like social security numbers, they would be shredded by a commercial service visiting the island
81 in December.

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

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

89 **REPORTS FROM ACTIVE COMMITTEES**

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

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

94 Community Relations: There was no report. Tom said the Board should consider an
95 annual report to the community to be mailed island-wide beyond distributing it at the Library.
96 Phil said staff is working on updating the current report and will have it available for the Holiday
97 Tea. Phil said he would plan for a bulk mailing for next summer to reach the largest number of
98 people.

99 Collection Management: There was no report.

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

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

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

107 **OTHER** – The Board changed the December meeting date to December 6th to accommodate
108 Trustee schedules.

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

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

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

115 Submitted by Mary Pugh.

116 Approved

117 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting

4 November 15, 2010

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

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

10 Lois noted the agenda, as follows:

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

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

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

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

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

33 Lois reconvened the regular session at 11:23. She noted one action item, which was to schedule a
34 special board meeting for November 22, with one agenda item: discussion of use of consulting funds.
35 There being no additional business, the meeting was adjourned at 11:24 A.M.

36 Submitted by Phil Heikkinen

37 Approved

38 _____

Draft

ORCAS ISLAND LIBRARY DISTRICT



Special Board Meeting

November 22, 2010

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

Lois noted the agenda, as follows:

- Discussion of use of consulting funds

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

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

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

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

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

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

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

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

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

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

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

Alan said that a specific amount paints us into a corner, and suggested X dollars as needed for an outside consultant for training within the staff. Rachel asked how that would be different; and Alan said that "as needed" implies that we would try to spend less. Lois asked about the possibility of a budget amendment if needed; and Phil suggested that we could include it in the mid-year amendment.

Draft

48 Joan asked what the costs might be if contracting with a different consultant. Tom said that there
49 were staff concerns about working with Regina, as mentioned by Alan. Joan said that she would feel
50 less comfortable naming a budget amount if working with someone else rather than Regina. Rachel
51 said that the rates listed by Regina are typical.

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

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

56 Alan stated an AMENDED MOTION: "to approve up to \$5,000 for a consultant for staff
57 development as needed."

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

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

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

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

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

73 Alan said that he would like to make sure that the minutes reflect the purpose of the subcommittee.
74 Rachel said that the committee was developed in order to investigate and execute usage of funds
75 allocated for an outside consultant, which would be connected with professional staff development as
76 needed.

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

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

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

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

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

88 Submitted by Phil Heikkinen

89 Approved

90 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting
4 December 6, 2010

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

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

10 **ROUTINE MATTERS**

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

16 Rachel made a **MOTION** to approve the Minutes of November 15, 2010. Tom seconded,
17 and the **MOTION** passed four to one.

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

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

- 22 • Accounting report 11/12/2010 \$4,890.27
- 23 • Accounting report 11/16/201 \$2,132.18
- 24 • Accounting report 11/22/2010 \$3,424.02
- 25 • Accounting report 12/01/2010 \$1,821.54
- 26 • November 2010 Payroll \$25,689.68
- 27 • Correction to Accounting report \$8,709.39
- 28 11/2/2010 that had a typographical error

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

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

34 **PLANNING & PRIORITIES**

35 Staff & Trustee Handbook: Tabled until January 2011.

36 Board Evaluation: Lois gave out a summary of the Board's accomplishments for 2010
37 and suggestions for the coming year. The Board discussed the items and commented on how
38 much was accomplished.

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

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

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

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

51 **NEW BUSINESS**

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

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

55 Friends of the Library: Friends Board Member Jean Soderquist thought we saw close to
56 750 visitors at the Holiday Tea. She said they made \$350 in gift book sales. Jean reminded the
57 Board of the Winter Booksale on February 26th. Joan will attend the Friends' February meeting
58 and Rachel their March meeting.

59 **REPORTS FROM ACTIVE COMMITTEES**

60 Collection Management: There was no report.

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

63 Facilities & Systems: There was no report.

64 Finance: There was no report.

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

71 Holly applied for and received a *Transforming Life After 50 Fellowship* that focuses on
72 "Baby Boomers." She attended a three-day conference in Portland, OR and has four to six hours
73 of online training per month. Holly is currently working on a needs assessment focusing on the
74 community segment that does not use the Library. Lois thanked Holly for her ten years of
75 service.

76

77 **PUBLIC COMMENT** – None.

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

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

83 Submitted by Mary Pugh.

84 Approved

85 _____