

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

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