

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 20<sup>th</sup> 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 28<sup>th</sup> was Nita’s 5<sup>th</sup> 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); 4<sup>th</sup> 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:

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