

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