

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 19<sup>th</sup> 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 14<sup>th</sup> 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:

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