

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.

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|----|-------------------------------|-------------|
| 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

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