

**CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING NOTES**

**Location: 100 West State Street, Suite C, Sedro Woolley, WA 98284  
June 11<sup>th</sup>, 2015 7:00 p.m.**

1. Call to Order @ 7:00 pm
  - a. Board Members in attendance:
    - i. Chris Silves
    - ii. Lynn Torset
    - iii. Mindy Coslor
    - iv. Ahmik Hindman
    - v. Mary Alice Grobins
  - b. Public / Interim Library Director and Assistant:
    - i. Jeanne Williams
    - ii. Joy Neal
    - iii. Aimee Hirschel
    - iv. Wayne Carlson
    - v. Sharon Howe
    - vi. Carol Torset
    - vii. Lynda Allen
2. Approval of Agenda
  - a. Ahmik moves that we approve the agenda as submitted.
  - b. Lynn seconded the motion to approve the agenda as submitted.
  - c. All approved.
3. Conflicts of Interest
4. Approval of the minutes of May 13, 2015
  - a. Mary Alice moves to change the meeting notes as amended.
  - b. Ahmik seconded the motion to approve the meeting notes as amended.
  - c. All approved as amended.
5. Approval of the special meeting of May 22<sup>nd</sup>, 2015
  - a. Mary Alice move to approve the minutes as presented.
  - b. Ahmik seconded the motion to approve the meeting notes as presented.
  - c. All approved.
6. Communications
  - a. Mindy and Joy meet with Clay learned asking him to be our buyer's agent. Clay's discussed that his first move was to identify potential properties, even if those properties are not on the market today. Clay was confident that he could convince the property owners to sell even their property was not on the market. Clay normally charges a \$300 per hour rate, but was proposing a \$150 / hour rate for us and that this rate would be debited against any commission on the sale (he wants to be the seller's agent as well), so that he would in essence not be paid twice. Clay will write this all up and give us a formal contract. What Clay needs from us is a financial threshold in the meeting so that he can

begin to hire some consultants he will need in the pursuit of property search.

- b. Lynn asked how much of a threshold he was looking for.
- c. Chis said we should text Clay for clarification. Mindy then sent a text to Clay asking for what he was looking for as a threshold.
- d. Joy, we were also contacted by the Church in Clear Lake. Joy indicated they should contact Clay.
- e. Joy asked Mary Alice to see if she had an idea of how much a consultant charges. Mary Alice indicated that it really depends, and believes we need to have a ceiling and that we really should have a contract.
- f. Mindy suggested that we cap this at \$5000 for example and then can amend that amount what some of the consultants will run.
- g. Mary Alice said we should have a proposal with hourly rates, and all the details.
- h. Motion:
  - i. Mary Alice moves that in advance of receiving a proposal and contract for Mr. Clay Learned be authorized to conduct a property search on behalf of the Central Rural Partial County Library District at \$150 / hour and has authority to conduct a property search on our behalf at a rate of \$5000 towards the payment of sub-consultants through the end of July.
  - ii. Ahmik seconded the motion.
  - iii. All approved

#### 7. Report of the Director

- a. Joy was talking to the Sersi rep and they wanted us to purchase an upgrade for \$5000 to bump us up to a 50,000 circulation count. This payment of \$5000 also had an additional annual support charge of \$2060 for year 1, \$2140 for year 2 and \$2200 for year 3.
- b. The rep told Joy that this offer would expire July 1<sup>st</sup>.
- c. Today we have paid \$12,000 but our circulation is limited to 7500.
- d. Today our rate is \$4,650 / year.
- e. Mindy believes this is a good deal.
- f. Joy believes that they will extend this offer later to us as well.
- g. Lynn said we need to make the system work, before we give them some more money.
- h. Chris wanted to get Jeanne's opinion.
- i. Jeanne said that she doesn't believe there is a hurry and has never paid what she was initially quoted. Our annual maintenance fee today is really low.
- j. Joy will tell Sirsi that we will wait for any upgrade until we get our existing access fixed.
- k. Joy said the new website is up and running and looks good.
- l. Ahmik concurred.
- m. Joy had a good discussion with the writers group.
- n. Joy indicated that Project Homeless Connect is Sept 11 from 9 am - 2 pm and we will have a booth setup for this event. This event is really important, as the people are showing up looking for services that we could offer. Joy stipulated that she will need help staffing the booth and

several other board members indicated their support as well.

8. Mindy received clarification from Clay via text clarifying the maximum he would need and Mindy read this out loud: "At this point I would say \$3000 would be the maximum. If it goes over that, or it is thought it might, it would need to come back to the board for a specific action for the particular purpose." -- Clay
9. Amendment to previous motion:
  - a. Mary Alice moves that we amend the authorization for C approved above in section 6.h from \$5000 to \$3000 maximum, based upon the text from Clay.
  - b. Lynn Seconded the motion to amend the authorization for C approved above in section 6.h from \$5000 to \$3000 maximum, based upon the text from Clay.
  - c. All approved
10. Financial Report
  - a. Approval of the vouchers for May 2015
    - i. Lynn moves that we approve the May 2015 vouchers for \$13,362.88.
    - ii. Mary Alice seconded the motion that we approve the May 2015 vouchers for \$13,362.88.
    - iii. All approved.
  - b. Approve payroll for May 2015
    - i. Lynn moves that we approve the May 2015 payroll \$7,515.19.
    - ii. Mary Alice seconded the motion for the May 2015 payroll \$7,515.19.
    - iii. All Approved.
11. Committee or other Reports
  - a. Mindy, Amie and Chris met to look to discuss the existing strategic plan and chose to defer any changes until we engage Jeanne in this process. Mindy would like to have a full flushed out strategic plan as soon as we can.
  - b. Mindy indicated that we have an opportunity to get shelving from the Community College. The college was going to check to see if we can purchase this outright. The College may have to hold a public auction that we would have to participate in. Mindy was going to verify this and let the board know at the next regularly scheduled meeting.
12. New Business
  - a. Appointment of the new Director, Jeanne Williams, from Lamar County Library District. With 5 sites and a staff of 22 people.
  - b. Motion:
    - i. Lynn Motion to appoint Jeanne Williams as the new Library Director with a salary of \$80,000 / year, June 30<sup>th</sup>, 2015.
    - ii. Mary Alice seconded the motion to appoint Jeanne Williams as the new Library Director with a salary of \$80,000 / year, June 30<sup>th</sup>, 2015.
    - iii. All Approved.
  - c. Motion:
    - i. Lynn makes a motion that we authorize Jeanne Williams to be an authorized signer the Library's credit card with Skagit State Bank.



- ii. Mary Alice seconds the motion that we authorize Jeanne Williams to be an authorized signer the Library's credit card with Skagit State Bank.
  - iii. All Approved
- d. Motion:
  - i. Lynn makes a motion that we discontinue Joy Neil's credit card authorization effective July 31, 2015.
  - ii. Mary Alice seconded the motion that we discontinue Joy Neil's credit card authorization effective July 31, 2015.
  - iii. All Approved
- e. Meeting day change was discussed but no change on the date at this time.

### 13. Old Business

- a. Personnel Guidelines
  - i. Chris makes a motion to accept the revised personnel guideless as presented.
  - ii. Lynn seconded.
  - iii. All approved.
- b. Bookmobile
  - i. Lynn, Amie and Chris had a conference call with Michael.
  - ii. Amie had a conversation with Michael and told him that this the bookmobile would have to be put out to bid. We were told that we couldn't piggy back on Port Townsends process, as to much time had passed.
- c. ILS
  - i. Joy has talked with Tina at SirsiDynix, found out that Pam is Tina's boss, and then ultimately SirsiDynix brought in Melinda to meet with Joy.
  - ii. Jeanne Williams has an old employee who said he would help her. Jeanne Williams is taking a list of specific to issues with Sirsi and plans to ask him about these when she returns home to pack up her belongings.
  - iii. Joy was receiving assistance from the City Library in Spokane but believes we have over stayed our welcome with the city as a tech support line.
  - iv. Mindy suggested we offer a stipend for Jimmies' old employee if he finds himself going above and beyond to provide us support.
- d. Summer Reading
  - i. Chris said that Lynda has been absolutely fabulous and they presented at Samish, Lyman, and Evergreen.
  - ii. Big Lake called and canceled the presentation because of other school conflicts.
  - iii. Chis said that the kids were very excited during the presentation.
  - iv. After the events, Joy had a couple of people come in to the Library asking how they could get Library cards.
  - v. Mindy asked if we were still going to be part of the Sedro-Woolley parade.
  - vi. Chris said that we were planning on it.
  - vii. Chris said that we weren't going to offer the Predators of the Hart.
  - viii. Chris indicated that we were using the City Park in Clear Lake for the

Knights of Veritas and that they had to move the Steel Drummer in the Gym.

- ix. Mary Alice hasn't seen anything in the paper indicating anything about the Summer Reading program.
- x. Evergreen has students inside the city limits and outside the city limits, so this drove a location discussion.
- xi. Chris said Her son showed here a Facebook page (Skagit Kids) listing summer activities and all other local Libraries are listed except us.
- xii. Joy was going work with Skagit Kids to add our Website to this list as well.

#### 14. Public Comment Adjournment @ 8:19 PM

- a. Carolyn Torset
  - i. Have you already purchased books or a bike? Can I ask the Sedro-Woolley Lions to donate the bike? The Lions club has a mission and a heart for teaching kids to read.
  - ii. Joy, in the past we have gone to Walmart to purchase bikes, unisex bike, 24" bike with a Helmet.
- b. Sharron Howell.
  - i. When the decision was made to limit the property to only between Big Lake and Sedro?
    - 1. Mindy, HY 9 has the fiber line for Internet, has water access. These are two requirements for a new Library so that has been the focus area.
  - ii. Sharron, "A large percentage of the population lives on HW20 and you are going to get blow back from the community. Perhaps you should look at communicating that this is a start and we will look at other locations. I believe you have a credibility problem."
  - iii. How does a book lease work?
    - 1. Joy indicated, that we lease our books from Baker and Taylor, they come complete with Mark records, we have 1,046 books. Because we don't have any history, we don't know what people like, so if books don't get checked out we can return this. More information on this program can be found in the Baker and Taylor website: [http://www.btol.com/pdfs/Book\\_Leasing.pdf](http://www.btol.com/pdfs/Book_Leasing.pdf)
  - iv. How much does a lease cost?
    - 1. Joy said we have a year lease. This way we can get a fast collection. We have \$75,000 in a "fund" that this is paid out of.
- c. Wayne Carlson
  - i. A few months ago, Big Lake was mentioned that is was the center, so Big Lake and Lake Cavanaugh represent 13.5%. Also it was said that 10,000 books was required in order to have interlibrary loan. I suggest we put in some temporary structure like the schools use vs. building from scratch.
    - 1. Mindy indicated this was a great idea.
    - 2. Chris stipulated that the bookmobile was to allow us to service the entire location.

#### 15. Motion Adjournment @ 8:51 pm

- a. Lynn moves to adjourn.
- b. Ahmik seconded the motion to adjourn.
- c. All approved.

- ii. Sharon, "A large percentage of the population lives on HW20 and you are going to get blow back from the community. Perhaps you should look at communicating that this is a start and we will look at other locations. I believe you have a credibility problem."
- iii. How does a book lease work?
  - 1. Joy indicated, that we lease our books from Baker and Taylor, they come complete with Marc records, we have 1,046 books. Because we don't have any history, we don't know what people like, so if books don't get checked out we can return them. More information on this program can be found in the Baker and Taylor website: [http://www.btol.com/pdfs/Book\\_Leasing.pdf](http://www.btol.com/pdfs/Book_Leasing.pdf)
- iv. How much does a lease cost?
  - 1. Joy said we have a year lease. This way we can get a fast collection. We have \$75,000 in a "fund" that this is paid out of.
- c. Wayne Carlson
  - i. A few months ago, Big Lake was mentioned that is was the center, so Big Lake and Lake Cavanaugh represent 13.5%. Also it was said that 10,000 books was required in order to have reciprocal loaning. I suggest we put in some temporary structure like the schools use vs. building from scratch.
    - 1. Mindy indicated this was a great idea.
    - 2. Chris stipulated that the bookmobile was to allow us to service the entire location.

15. Motion Adjournment @ 8:51 pm

- a. Lynn moves to adjourn.
- b. Ahmik seconded the motion to adjourn.
- c. All approved.

The next regular meeting will be held on July 16<sup>th</sup>, 2015 at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284.

  
Mindy Coslor

  
Ahmik Hindman

Chris Silves  


Lynn Torset

Mary Alice Grobins  
