

**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  
May 13, 2015 7:00 p.m.**

1. Call to Order @ 7:03 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. Joy Neal
    - ii. Aimee Hirschel
2. Approval of the agenda for April 9<sup>th</sup>, 2015
3. Conflicts of Interest
  - a. None
4. Approval off the previous board minutes April 9<sup>th</sup>, 2015
  - a. Lynn moves that the meeting minutes for March 19<sup>th</sup>, 2015.
  - b. Chris seconded the motion.
  - c. All approved.
5. Communications
  - a. Welcome Mary Alice Grobins, new board member
    - i. Lifetime library lover, book lover.
    - ii. Resident in Mount Vernon since 2008
    - iii. Before that lived in Olympia.
    - iv. In charge of facilities at Skagit Valley College.
  - b. Chris believes that it is important for the candidates to see how large the district is in the afternoon, then we will need to provide dinner.
  - c. Mindy agrees, it is important for the candidates to see some of the adjacent libraries, so they get a sense for the proximity of the library locations and services offered.
  - d. The board is in agreement that if we have the dinner for all candidates at Max Dales, we will have a broad food selection, and it is close, and quite.
  - e. Prior to the last interviews we conducted, Chris facilitated in a tour around the district with the two candidates and is willing to do this again.

- f. Chris can also pick them up at the airport.
  - g. Board member dinner Schedule:
    - i. Monday, the 18<sup>th</sup>, Mindy and Mary Alice
    - ii. Wednesday, the 20<sup>th</sup>, Mindy and Ahmik if open if not then Chris.
    - iii. Thursday, the 21<sup>th</sup>, Mindy and Lynn
  - h. The candidates will be interviewed on the following dates:
    - i. Jennifer will be here on the 18<sup>th</sup>.
    - ii. Rosemary on Wednesday the 20<sup>th</sup>.
    - iii. Jeanne's interview is on Thursday the 21<sup>st</sup>.
  - i. Mindy to provide welcome baskets to be placed in the hotel
  - j. Question bowl will be provided for Q&A during the meeting.
6. Report of the Director
- a. ILS, Joy is having another call with Tina on Friday.
    - i. Need someone with an overall idea of how the product works, need someone to evaluate the overall system to determine where the issue is.
    - ii. The previous director, purchased a Library management system from SirsiDynix.
    - iii. Sirsi, had the understanding that we were only going to be a virtual library. We need to purchase enhanced content, and need it to function as a standard library to checkout.
    - iv. Sirsi did provide \$800 of free training, but the cataloging course doesn't start until the first of June, which doesn't help us.
    - v. Pricilla from the Spokane Library has been very gracious and is willing to help remotely when she can.
  - b. The new website is ready to go live, but George is creating the map of the district, so that is what is holding this up, as soon as he is done we will have. George is trying to get it done this weekend.
    - i. The site is a weebly site so it will be easy to maintain.
  - c. Once we achieve 10,000 items (books, electronic media, etc.) then we can have reciprocal agreements with other libraries.
7. Financials
- a. Approval of payroll for March 2015
    - i. Chris moves that we approve the April payroll in the amount of \$7,598.05.
    - ii. Lynn seconded the motion for the April payroll.
    - iii. All approved
  - b. Approval off the voucher for March 2015
    - i. Lynn moves that we approve the April vouchers in the amount of \$5,356.22.

- ii. Ahmik seconded the motion to approve the vouchers for April 2015.
- iii. All approved.

#### 8. Committee or other Reports

- a. Chris was able to get together with Lynda Allen but found out the Clearlake Elementary is redoing the gym floor over the summer, so won't be able to do all the sessions. The plan is to distribute these to the various schools:
  - i. July 9<sup>th</sup> – Zambini Brothers puppet show @ 5:00 PM a Big Lake Elementary.
  - ii. July 16<sup>th</sup>, Jason quick "the one arm juggler", @ 3:00 PM in Lyman Elementary.
  - iii. Tuesday, July 21<sup>st</sup>, Nights of Veritas @ 6:00 PM and try to keep at Clearlake potentially in the playground.
  - iv. July 31<sup>st</sup>, Predators of the Heart @ 3:00 PM at Samish Elementary
  - v. June 25<sup>th</sup>, look to see if we can do something at the BLE Fire Department and invite the Sheriff.
  - vi. Week of July 4<sup>th</sup>, see if we can put a group together to be in part of the Logger Rodeo, and announce the bookmobile.
- b. Chris was having lunch with Debra and received a call from the Author of the Book, "what are you doing for Lunch".
- c. Chris read off an e-mail from the Author who was willing to conduct a program.
- d. Mindy suggested we hold off until we get the new Library Director on board first.

#### 9. New Business

- a. Personnel Guidelines
  - i. Mindy is concerned with the At-Will portion of the current personnel guideless.
  - ii. The board agrees that there should be a 30 day written notice.
  - iii. Mary Alice, was commenting on the grammar, mixed of We's and You's, and no probationary period.
  - iv. Mary Alice said we should also change #10, and add "no smoking on the Library premises"
  - v. Mary Alice, change #8, change "be forced to" to "may ask the employee"
  - vi. Mary Alice, we should broaden language on the driving under Section 12. Joy will work on new language.
  - vii. Mary Alice, #15, change wording from "pay periods" to "pay dates"
  - viii. Mary Alice, #15, add clarification on what is overtime, we should call this out at time and a half.
  - ix. Mary Alice, #18, Joy will look for better language.

- x. Mary Alice, #19, add in some phrases for adopted and paternity.

#### 10. Old Business

- a. Planning tool
  - i. Chris, Amy and Mindy were supposed to get together to review. Before they leave today they will pick a date to discuss.
- b. Bookmobile
  - i. Joy met with the consultant, and he believe that we could piggy back on the Jefferson county RFP. The consultant will go over the RFP, the plans, what we would like to see, how this relates to the RFP, he will modify an existing RFP for \$3,700. He will analyze the vendor proposals, work with the Project manager, post-delivery, will be onsite and validate against the FTP, and will take care of all the technical questions.
  - ii. Motion for bookmobile consultant procurement.
    - 1. Mary Alice, moves that we accept the consultant proposal for a contract not to exceed, \$16,000 with the initial authorization only to proceed on phase 1, development, phase 2, procurement, and phase 3 construction & inspection.
    - 2. Chris seconded the motion.
    - 3. All approved.
- c. Property: House & Fire Hall
  - i. House
    - 1. Mary Alice, no construction contingency and was concerned that the house was not on sewer.
    - 2. Ahmik, was concerned how far out this structure
    - 3. The board agreed that this house would not make a good library with all the unknowns.
  - ii. Old Big Lake Fire Hall was discussed as a potential property, but Ahmik had heard from the Fire Chief that they weren't interested in renting this facility and now it was being used as a gym.
  - iii. Chris discussed a new potential site across from the new Russian Church.
  - iv. The board wanted the engage Clay Learned to represent the board and approach these people on the Gunderson road property.

#### 11. Public Comment Period (limit of 2 minutes each)

- a. None

12. Adjournment @ 9:12 PM

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

**A special meeting of the board will be held May 22<sup>nd</sup> at 3:30 pm to discussion the director candidates. This will involve an executive session and will not be open to the public.**

**The next regular meeting will be held on June 18, 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 Gobins**