

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
September 17, 2015
7:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Conflicts of Interest
4. Approval of the minutes of July 16, 2015
5. Approval of the minutes of July 22, 2015
6. Approval of the minutes of August 20, 2015
7. Communications
8. Report of the Director
9. Financial Report
 - Approve vouchers for August 2015
 - Approve payroll for August 2015
10. Committee or other Reports
11. New Business
 - Reciprocal Agreements – Upper Skagit and La Conner
 - Consent Agenda
 - Collection Development Policy
 - Patron Code of Conduct
12. Old Business
 - Marketing and Logo Design Questions
13. Public Comment Period (limit of 2 minutes each)
14. Executive Session – Discussion of potential property with Clay Learned
15. Adjournment

The next regular meeting will be held on October 15, 2015 at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284, 7 p.m.

**CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES**

SPECIAL BOARD MEETING MINUTES

**Location: 100 West State Street, Suite C, Sedro Woolley, WA 98284
July 22nd, 2015 7:00 p.m.**

1. Call to Order @ 6:00 pm
 - a. Board Members in attendance:
 - i. Chris Silves
 - ii. Mindy Coslor
 - iii. Ahmik Hindman
 - iv. Mary Alice Grobins
 - b. Library Director:
 - i. Jeanne Williams
2. Approval of Agenda
 - a. Mary Alice moves that we approve the agenda as submitted.
 - b. Chris seconded the motion to approve the agenda as submitted.
 - c. All approved.
3. Conflicts of Interest
 - a. None
4. Clay Learned Commercial and Real Estate
 - a. Discussion of the contract wording took place. The Trustees asked for clarification for some points within the contract and Mr. Learned provided those clarifications. Trustees will revise some parts of the contract and submit those revisions to Mr. Learned. No motions or decisions were made.
 - b. Discussion of options for both short-term and long-term properties for library locations took place. Examples were provided by Mr. Learned as to what would be involved with leasing or purchasing properties at various locations both within the city limits and outside of the city limits. No motions or decisions were made.
5. Job Descriptions
 - a. The Board and the Director discussed the need to hire employees. The Board also discussed the salary range for Library Clerk/Library Associate based on the range listed in statewide library statistics.
 - b. Motion:
 - i. Mary Alice motions to delegate authority to form an interview committee and hire a temporary employee at \$12-\$18 / hour, retain the necessary documentation and report the findings to the board.
 - ii. Ahmik seconded the motion.
 - iii. All approved.
6. Adjournment
 - a. Mary Allice made a motion to adjourn.
 - b. Ahmik seconded the motion.
 - c. All approved.

The next regular meeting will be held on August, 20th at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284, 7 p.m.

Mindy Coslor

Ahmik Hindman

Chris Silves

Lynn Torset

Mary Alice Grobins

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

**Location: 100 West State Street, Suite C, Sedro Woolley, WA 98284
July 16th, 2015 7:00 p.m.**

1. Call to Order @ 7:00 pm
 - a. Board Members in attendance:
 - i. Chris Silves
 - ii. Mindy Coslor
 - iii. Ahmik Hindman
 - iv. Mary Alice Grobins
 - b. Library Director:
 - i. Jeanne Williams
 - c. Public Attendees:
 - i. Wayne Carlson
 - ii. Sharon Howe
 - iii. Lynda Allen
2. Approval of Agenda
 - a. Mary Alice moves that we approve the agenda as submitted.
 - b. Chris seconded the motion to approve the agenda as submitted.
 - c. All approved.
3. Conflicts of Interest
4. Approval of the minutes of June 11th, 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. Communications
 - a. Mindy and Joy met with Clay Learned asking him to be the Library's agent in the leasing or purchasing of real estate pending Board approval. He will draft a contract for the Board.
6. Report of the Director
 - a. Statistics
 - i. 348 Cards Issued
 - ii. 35 Signed up for Summer Reading Program
 - iii. 18 Attendees at Ian Dobson program
 - iv. 53 Attendees at Zambini Brothers
 - v. 13 kids and 2 adults that the Jason Kid Program
 - b. Director is in talks with several vendors that would allow for enhancements to the library's online catalog as well as adding streaming services to the digital services we now offer.

- c. Director is also working on job titles, descriptions and announcements in anticipation of hiring employees in the near future.

7. Financial Report

- a. Approval of the vouchers for June 2015
 - i. Mary Alice moved that we approve the June 2015 vouchers for \$11,861.07.
 - ii. Chris seconded the motion that we approve the June 2015 vouchers for \$11,861.07.
 - iii. All approved.
- b. Approve payroll for June 2015
 - i. Chris moved that we approve the June 2015 payroll \$6045.
 - ii. Mary Alice seconded the motion for the June 2015 payroll \$6045.
 - iii. All Approved.

8. Committee or other Reports:

- a. None.

9. New Business

- a. Used Shelving Purchase

Mindy has been made aware of the future sale of used metal shelving at Bellevue College Library. The library will make an offer when the shelving is placed on an auction site.

- b. Clear Lake Community Connection Street Fair, Aug 22nd, 2015 from 10 am – 4 pm.

The Board would like for the library to participate and sign people up for library cards.

10. Old Business

- a. Learned Commercial and Real Estate
 - i. Contract was received with the requested changes. The board agreed to convene a special board meeting to review the contract on July 22, 2015.
 - ii. The Board reviewed some of the real estate issues that we need to be mindful of while seeking a location:
 - 1. Zoning – No zoning for libraries.
 - 2. Shouldn't be on septic system.
 - 3. Has to be PUD water.
 - 4. Must have High Speed Internet access.
 - 5. Flood plain issues.
 - iii. The Director discussed the need to get into a larger facility even if a temporary facility. There was a discussion involving the legal issues that might be involved with locating within the city limits. Director will contact the Municipal Research and Services Center for information on this issue.

- b. Bookmobile
 - i. The floor plan was reviewed and the Director will speak with Mr. Swendrowski about some concerns regarding the desire to have an electrical outlet on the exterior.

11. Public Comment limited of 2 minutes

- a. Lynda Allan expressed excitement at the idea of locating at the former Rite Aid building. She also stated that we need to consider how we will serve the workers who will be moving in to work at the new Janicki site.
- b. Sharon Howe expressed that services needed to be provided in a much shorter time frame than what a building project would allow and was happy to hear the Board considering the former Rite Aid. She also felt that reciprocity with other libraries is a top priority. She expressed concerns about the real estate agent guiding all of the real estate decisions.
- c. Wayne Carlson shared that he is in agreement with the idea of locating at the former Rite Aid since that would allow staff to get up to the 10,000 materials threshold for reciprocity in a shorter time frame. He was also concerned about the Board basing decisions on population statistics based on voting district maps as they may not mirror the library district.

12. Adjournment @ 9:14 PM

13. Motion Adjournment @ 9:14 pm

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

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

Mindy Coslor

Ahmik Hindman

Mary Alice Grobins

Chris Silves

Lynn Torset

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
August 20, 2015
7:00 p.m.

1. Call to Order @ 7:00pm.

a. Board Members in attendance:

Chris Silves, Lynn Torset, Mindy Coslor, Mary Alice Grobins
**Ahmik Hindman arrived at 8:15pm

b. Library Staff in attendance:

Jeanne Williams, Library Director

2. Approval of Agenda as Submitted

Motion 1: Mary Alice Grobins
Motion 2: Chris Silves
All Approved

3. Conflicts of Interest - NONE

4. Meeting Minute Approval

Defer approval of the minutes from July 16, 2015 and July 22, 2015 until the September Board Meeting.

Motion 1: Chris Silves
Motion 2: Lynn Torset
All Approved

5. Communications

Director is in communications with Salish Coast Sciences to have them provide the population density and demographics for the Library District. Copy of correspondence attached.

Municipal Resources and Services Center determined that it is within the powers of the Library District to locate a facility outside of its own boundaries in order to provide services in a central location. Copy of correspondence attached.

6. Financial Report

Board requested a more condensed financial report for future Board meeting discussions.

7. Voucher and Payroll Approval

Approve Vouchers for July 2015

Motion 1: Lynn Torset

Motion 2: Mary Alice Grobins

All Approved

Approve payroll for July 2015

Motion 1: Lynn Torset

Motion 2: Chris Silves

All Approved

8. Committee or other Reports - NONE

9. New Business

New Hire possibilities deferred to Executive Session

Director will engage a graphic design/marketing firm to design logo/brand as well as help with future marketing and information push.

10. Old Business

Board accepts contract, as amended, from Learned Commercial, Inc. for real estate services.

Motion 1: Chris Silves

Motion 2: Lynn Torset

All Approved

Board approved authorization of SVS Services, LLC to proceed with the book mobile project by releasing the RFP, managing incoming proposals, and making recommendations to the Board.

Motion 1: Mary Alice Grobins

Motion 2: Chris Silves

All Approved

11. Public Comment – NONE

12. Executive Session entered at 8:17pm

Discussion of Potential Real Estate Properties
Discussion of Personnel Issues

13. Regular Session Convened at 8:52pm

No motions were made regarding Real Estate.

Board authorized Director to extend offer to candidate for full-time position at salary commensurate with candidate's education and experience in line with similar library position salaries to include a medical stipend of \$750 a month.

Motion 1: Lynn Torset
Motion 2: Ahmik Hindman
All Approved

14. Adjournment

Motion 1: Mary Alice Grobins
Motion 2: Chris Silves
All Approved

The next regular meeting will be held on September 17, 2015 at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284, 7 p.m.

Mindy Coslor

Ahmik Hindman

Chris Silves

Lynn Torset

Mary Alice Grobins

Director's Report

9/15/2015

August Activities of the Director:

- I attended the Skagit Director's Meeting on 8/25/2015 where Skagit Reads was discussed. Library Directors also expressed interest in going ahead with reciprocal borrowing relationships with Central Skagit. Skagit Valley College Library is also considering entering into reciprocal borrowing agreements with area libraries.
- I met with Clay Learned and Real Estate Attorney Craig Cammock to discuss the potential purchase of property.
- I met with staff at the Washington State Library on 8/27/2015 and learned about services offered with regard to Microsoft Academy, Information Technology consulting, and talked with annual statistics coordinator.
- I attended the SirsiDynix User's Group meeting on 8/28/2015. This is a regional group of SirsiDynix customers who meet to discuss issues and share information about the library automation system. Representatives from SirsiDynix also provided previews of several new products in development.
- The used shelving from Bellevue College Library was picked up and is now in storage at Central Moving and Storage. Our storage unit was not large enough store the large amount of shelving involved.
- Layla Frey began working part time on 9/1/2015 and will go full time at the end of the month or starting on October 1st.
- I spoke with two members of the team at Salish Coast Sciences who will be working on our population study. They will be exploring the tools and products available to them and will provide a proposal.
- I have spoken with the graphic design company Skagit Marketing. I provided them with our initial drawings. They have asked that we settle on what we feel are the most important things about our agency that we want to project and to settle on how we want the library name to be advertised.
- I checked with the Washington Library Association to see if the Trustees needed to renew institutional memberships. I heard back that the renewal requests will go out in November. I also had Rich Weyrich removed from that institutional membership and Mary Alice Grobins added.

Central Skagit Library Districts Statistics

2014	
Library Cards	239
Overdrive	
Patrons	87
Checkouts	586
OneClick	
Patrons	23
Checkouts	47

2015	Library Cards	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	Book Circulation	EBSCO Sessions	Proquest	Mango	Tumblebooks	Website Hits	Patron Visits
January	21	16	211	2	8	0	356			7		
February	11	7	564	2	4	0	183			0		
March	12	3	244	2	7	0	413			0		
April	20	6	205	1	3	0	1090			0		
May	19	6	244	1	6	0	670			0		
June	20	3	232	2	3	59	905			21		
July	33	6	298	2	0	55	510			15	57	213
August	6	5	216	3	0	47	235	0	0	20	866	197
September												
October												
November												
December												
2015 Totals	142	52	2214	15	31	161	4362	0	0	63	923	410
Grand Totals*	381	139	2800	38	78	161	4362	0	0	63	923	410

*Includes 2014 to date

Central Skagit Rural Partial County Library District
 100 West State St, Suite C
 Sedro Woolley, WA 98284

August 2015

We the undersigned members of the Board of Trustees of the Central Skagit Rural Partial County Library District, hereby approve the following vouchers submitted under the signature of Library Director, Joy Neal.

DATE	CATEGORY	VENDOR	INVOICE NO.	AMOUNT	TRANSMITTAL
8/6/2015	6210	David More	598013	\$ 750.00	
	3515	Ingram	86308493	\$ 25.26	\$775.26
8/11/2014	4610	Enduris	R16589	\$ 2,641.00	\$2,641.00
8/17/2015	4110	SirsiDynix	INVIS024224	\$ 770.50	
	4610	WAFD Insurance Group	434	\$ 264.00	\$1,034.50
8/19/2015	3180	Mt Vernon Library	819153	\$ 365.00	
	3512	Bellevue College	AR-CSKLIB	\$ 7,500.00	\$7,865.00
8/26/2015	3515	Tattered Page	208	\$ 148.86	
	4930	Mango Languages	L10093	\$ 1,978.88	
	4220	Visa-USPS		\$ 1.42	
	3110	Visa-Office Depot		\$ 89.76	
	4930	Visa-ARSL		\$ 49.00	
	3515	Visa-NCI		\$ 513.09	
	3110	Visa-Kmart		\$ 21.84	
	4410	Visa-Facebook		\$ 19.51	
	3515	Visa-Audio Editions		\$ 412.54	
	6210	Visa-Sunset Park		\$ 100.00	
	3180	Visa-Allelujah Business		\$ 379.75	
	4210	Visa-Comcast		\$ 262.02	
	4220	Visa-USPS		\$ 21.85	
	3110	Visa-Walmart		\$ 9.45	
	3512	Visa-TruValue		\$ 74.85	\$4,082.82

Total \$ 16,398.58 \$16,398.58

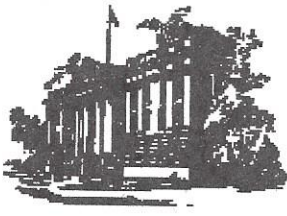
Melinda McCormick Costello

[Signature]

Chris Libras

Margalicia Swain

[Signature]



Skagit County Office Of The Treasurer

Katie Jungquist, Treasurer

P.O. Box 518

Mount Vernon, Washington 98273

Phone (360) 336-9350

General Ledger Detail Report

For Date Range: 8/1/2015 To: 8/31/2015

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$702,113.94
Investments Interest	\$70.07
Taxes Collected	\$4,613.22
State Forest Funds	\$16,085.51
Timber Excise	\$3,587.81
Leasehold Excise Tax	\$4.01
Subtotal Cash Increases	\$24,360.62
Investments Purchased	-\$70.07
District Accounts Payable	-\$4,816.42
District Payroll	-\$10,857.86
District IGT Decreases	-\$1,143.80
Subtotal Cash Decreases	-\$16,888.15
Ending Cash Balance	\$709,586.41
Beginning Investments	\$600,298.35
Investments Purchased	\$70.07
Ending Investments	\$600,368.42
Beginning Taxes Receivable	\$395,063.90
Taxes Receivable	-\$3,850.35
Ending Taxes Receivable	\$391,213.55