



KRL Administration
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BOARD OF TRUSTEES AGENDA

Thursday, January 25, 2007, 6:00 p.m.

Location: Silverdale Branch, Hess Meeting Room, 3450 NW Carlton St., Silverdale, WA
Directions are available on our Web site at www.krl.org. Phone: (360) 405-9100

6:00 p.m. Call to Order: Jackie Aitchison, President, Board of Trustees.

*Reading of the Mission Statement: Althea Paulson, Bainbridge Island Representative:
Kitsap Regional Library serves the community as a center for lifelong learning
and a steward of access to stories, information and knowledge.*

 Additions or Changes to the Agenda: Jackie Aitchison, President.

6:05 p.m. The Board of Trustees welcomes public comment. This time is designated for the public to address issues other than personnel issues or those included on the agenda. The Trustees will accept public comment for each agenda item prior to Board deliberation. Speakers are asked to limit their remarks to no more than five minutes, and to follow the "Public Comment Guidelines." The President may set a time limit for discussion of specific topics, depending on the number of people signed up to speak. The Board does not engage in debate. At the discretion of the President, Board members may ask for points of clarification, time permitting. If you wish to speak, please sign in with your name, address, and topic of interest. Thank you.

6:10 p.m. *** CONSENT AGENDA *******

All matters listed within the Consent Agenda are considered to be routine, and will be enacted by one motion of the Board of Trustees with no separate discussion. If separate discussion is desired, items may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Item 1.** Minutes of the December 18, 2006, regularly scheduled meeting.
- Item 2.** Minutes of the January 4, 2007, special meeting.
- Item 3.** Payment of the January 2007 bills: (a) Payroll and benefits, and (b) Blanket voucher bills.

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Item 4. Surplus library materials withdrawn from collection (4,705 items) December 2006.

Consent Agenda, continued:

Item 5. Resolution 2007/01: Authorizes the temporary transfer of a maximum of \$900,000—through April of 2007--from the KRL Revenue Stabilization Reserve Fund (#96970) into the KRL General Fund (#96971) to address First Quarter-2007, expenditures.

Item 6. Resolution 2007/02: Appoints the Director of Administrative Services Division as the Investment and Auditing Officer for the Kitsap County Rural Library District (dba Kitsap Regional Library). Also authorizes alternate signers for the KRL checking accounts when the Investment and Auditing Officer is not available.

6:20 p.m. CORRESPONDENCE.

6:25 p.m. *** REPORTS AND BRIEFINGS *******

- 1. President:** Jackie Aitchison.
- 2. Board Members:** Teresa McDermott, Althea Paulson, Anna Laurie, and Gail Mathison.
- 3. Financial Report:** Fernando Conill, Director, Administrative Services Division.
- 4. Library Director's Report:** Jill Jean.
- 5. Directors' Reports:** Fernando Conill, Carol Schuyler, and Susan Whitford.

******* NEW BUSINESS *******

6:45 p.m. ITEM 1. Recommendation From the Community Advisory Committee to the Kitsap Regional Library (KRL) Board of Trustees regarding various budget and funding options, including whether KRL should or should not seek voter approval for a levy lid lift ballot issue in 2007: Jill Jean, Library Director.

KRL has formed a Community Advisory Committee to help the KRL Board of Trustees assess a variety of library funding-related issues. The committee's responsibilities included a review of KRL's strategic planning outreach efforts to assess community opinions about library operations, services and funding issues.

(No action is required at this time.)

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New Business, continued:

7:05 p.m. ITEM 2. 2007 Final Budget and 2007 Capital Improvement Plan: Fernando Conill, Director of Administrative Services Division.

The 2007 Final Budget incorporates final revisions and adjustments of the 2007 Preliminary Budget (presented to the KRL Board in October of 2006). The 2007 Final Budget also incorporates capital expenditures identified in the 2007 KRL Capital Improvement Plan. 2007 Final Budget fiscal note: \$11,325,338.

(Suggested motion: Move to approve, as submitted, the Kitsap Rural Library District's 2007 Final Budget of \$11,325,338, and the District's 2007 Capital Improvement Plan).

7:35 p.m. ITEM 3. Slate of Officers for 2007/2008 Nominating Committee: Jackie Aitchison, Board President.

A Nominating Committee will need to be formed to recommend the slate of officers for the 2007/2008 term. Annual election of officers is held at the March Board meeting.

(Suggested motion: Appointment of two KRL Board members to the Nominating Committee.)

7:45 p.m. ITEM 4. Remove Requirement of Two Readings to Approve KRL Policy: Carol Schuyler, Director of Support Services Division.

It has been past practice to have two readings for policies—a first reading to allow for discussion and review of a policy before it is brought to the board for action at a second reading. This means that there is a two month process for each policy adoption. Most policies reviewed by the Board are then moved to second reading without change. Many policies, especially those supporting human resources issues, are time-sensitive. If a policy is brought to the Board for adoption and the Board wants to revise the policy, it can be tabled until a future meeting.

(Suggested action: Board consensus that the KRL Board of Trustees may approve KRL policy changes upon first reading.)

7:55 p.m. ITEM 5. Rescission of KRL's Refund Policy: Carol Schuyler, Director of Support Services Division.

Very few materials are found and returned within the three-month return period for a refund. The frontline staff, administrative, and bookkeeping time exceeds the current refund limit. It is not cost-effective for the Library to offer refunds on lost materials. Users who lose materials will be encouraged to find and return them, replace them, or pay for them. It is the recommendation of staff to rescind the Refund Policy.

(Suggested motion: Approve rescission of KRL's Refund Policy.)

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******* HOUSEKEEPING *******

8:05 p.m. ITEM 1. FOUNDATION MEETING: Tuesday, February 6th, 4:30-6:00,
Bainbridge Island Branch Library.

8:10 p.m. ITEM 2. NEXT MEETING DATES:

- Thursday, February 22, 2007, at 6:00 p.m., Sylvan Way Branch Library
- Thursday, March 22, 2007, at 6:00 p.m., Silverdale Branch Library
- Thursday, April 26, 2007, at 6:00 p.m., Sylvan Way Branch Library

8:15 p.m. ITEM 3. DATES TO REMEMBER:

8:20 p.m. ITEM 4. TOPICS AND/OR ISSUES FOR THE FEBRUARY MEETING.

8:30 P.M. ITEM 5. ADJOURNMENT.