



# Kitsap Regional Library

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## BOARD OF TRUSTEES AGENDA

Tuesday, January 27, 2009, 5:30 p.m.

**Location:** Sylvan Way Branch Library, 1301 Sylvan Way, Bremerton.  
Map available on Web site: [www.krl.org](http://www.krl.org) Phone: (360) 405-9100

**5:30 p.m.** Call to Order: Teresa McDermott, President, Board of Trustees.

*Reading of the Mission Statement Teresa McDermott, Central Kitsap 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:** Teresa McDermott, President.

**5:35 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.

**5:40 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 30, 2008, regularly scheduled meeting.
- Item 2.** **Payment** of the December, 2008 – January, 2009 bills: (a) Payroll and benefits, and (b) Blanket voucher bills.
- Item 3.** **Surplus** library materials withdrawn from the collection (4,231 items) in December, 2008.
- Item 4.** **Surplus** 8 items of furniture and equipment to be withdrawn from inventory, 1<sup>st</sup> Quarter.

**Action:** Approve the Items as listed in the Consent Agenda.

5:45 p.m.

\*\*\*\*\* REPORTS AND BRIEFINGS \*\*\*\*\*

1. **Board Members:** Teresa McDermott, Gail Mathison, Jackie Aitchison, John Lyall, and Althea Paulson.
2. **Financial Report:** Bob Goldstein.
3. **Library Director's Report:** Jill Jean.
4. **Directors' Reports:** Carol Schuyler and Susan Whitford.
  - a. Did you know? – Carol Schuyler
5. **KRL Foundation Report:** Peter Raffa, Executive Director.
6. **Public Relations Manager Report:** Susan Rosapepe.
7. **Human Resources Manager Report:** Helen Ojeda.
8. **Library Presentation:** Talk Time – Rebekah Dalby, Port Orchard and Sylvan Way Branch Librarian.

6:35 p.m.      **CORRESPONDENCE.**

\*\*\*\*\* OLD BUSINESS\*\*\*\*\*

There is no Old Business scheduled at this time.

6:40 p.m.

\*\*\*\*\*NEW BUSINESS\*\*\*\*\*

**ITEM 1. RESOLUTION 2009/01: ADOPTION OF THE KITSAP COUNTY RURAL LIBRARY DISTRICT'S 2009 OPERATING AND CAPITAL BUDGETS: Bob Goldstein, CEO/Financial Consultant and Susan Whitford, Director of Information Technology and Facilities Division.**

The Kitsap County Rural Library District's 2009 Final Budget incorporates final revisions and adjustments of the 2009 Preliminary Budget (presented to the KRL Board in October of 2008). The 2009 Final Budget also incorporates capital expenditures identified in the 2009 KRL Capital Improvement Plan. 2009 Final Budget fiscal note: \$ 9,857,300.

**Action:** Move to approve, per Resolution 2009/01: Adoption of the Kitsap County Rural Library District's 2009 Operating and Capital Budgets of \$9,857,300 and the District's 2009 Capital Improvement Plan.

**ITEM 2. RESOLUTION 2009/02: AUTHORIZATION TO WRITE OFF \$ 295,926.58 IN BAD DEBT FROM 5,206 INACTIVE PATRON ACCOUNTS RECEIVABLE: Susan Whitford, Director of Information Technology and Facilities Division.**

This resolution reflects "KRLS's endeavor to sustain its financial and budget practices according to sound and accepted financial procedures and policies." The bad debt is from patron accounts that have been inactive for seven years or more. (Seven years is the statute of limitations for collecting debt.)

**Action:** Motion to approve Resolution 2009/02: Authorization to Write Off \$295,926.58 in Bad Debt from 5,206 Inactive Patron Accounts Receivable.

**New Business, continued**

**ITEM 3. FINANCIAL POLICY: Bob Goldstein, CEO/Financial Consultant.**

This policy reflects "KRL's endeavor to sustain its financial and budget practices according to sound and accepted financial procedures and policies."

**Action:** Motion to adopt the Financial Policy.

**ITEM 4. RESCISSION OF THE FACILITIES MAINTENANCE AND SUPPORT POLICY: Susan Whitford, Director of Information Technology and Facilities Division.**

This policy was adopted in 1990 and was developed to ensure that all buildings in which KRL provided library services were treated equally. However, KRL is currently in the process of developing Memorandums of Agreements (MOA) with each of the building owners. These MOA's are uniform in nature, but may also include additional negotiated services depending on the unique partnerships developed with each building owner. Staff recommendation is to rescind this policy since the MOA's now ensure that the service needs are being met.

**Action:** Motion to rescind the Facilities Maintenance and Support Policy.

**ITEM 5. STAFF MANUAL POLICIES: Jill Jean, Library Director.**

- A. Section 2.2 Job Posting and Hiring/Recruitment and Selection
- B. Section 11.0 Paid Holidays
- C. Section 12.0 Personal Holidays
- D. Section 17.0 Bereavement Leave
- E. Section 18.0 Funeral Leave

It is the intention to bring the entire Staff Manual to the Board by mid-year for review at the policy level. In the meantime, in order to operate the library effectively, the Operating Council is recommending that the following policies be reviewed ahead of this schedule.

**Action:** Motion to approve policy revisions to Staff Manual Sections: 2.2 Job Posting and Hiring/Recruitment and Selection, 11.0 Paid Holidays, 12.0 Personal Holidays, 17.0 Bereavement Leave and 18.0 Funeral Leave.

**ITEM 6. SLATE OF OFFICERS FOR 2008/2009 NOMINATING COMMITTEE: Teresa McDermott, Board President.**

A Nominating Committee will need to be formed to recommend the slate of officers for the 2009/2010 term. Annual election of officers is held at the March Board meeting.

**Action:** Appointment of two KRL Board members to the Nominating Committee.

8:00 p.m.

\*\*\*\*\* HOUSEKEEPING \*\*\*\*\*

**ITEM 1. NEXT MEETING DATES:**

- Tuesday, February 24, 2009, Sylvan Way Branch Library:  
4:30 p.m. – *Strategic and Long-Range Planning Committee*  
5:30 p.m. – *Board of Trustees monthly meeting*
- Tuesday, March 24, 2009, Bainbridge Island Branch Library:  
4:30 p.m. – *Finance Committee*  
5:30 p.m. – *Board of Trustees monthly meeting*
- Tuesday, April 28, 2009, Poulsbo Branch Library:  
4:30 p.m. – *Strategic and Long-Range Planning Committee*  
5:30 p.m. – *Board of Trustees monthly meeting*

**ITEM 2. FOUNDATION BOARD:**

- Tuesday, February 10, 4:30 p.m., Poulsbo Branch Library.

**ITEM 3. DATES TO REMEMBER.**

**ITEM 4. TOPICS AND/OR ISSUES FOR THE FEBRUARY MEETING.**

8:05 p.m.      **EXECUTIVE SESSION:** Library Director's Contract Negotiations/Evaluation.

8:30 p.m.      **ADJOURNMENT.**