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**KITSAP REGIONAL LIBRARY
BOARD OF TRUSTEES
Minutes of December 18, 2006**

Location – Sylvan Way Branch Library

Vice President Teresa McDermott called the regular public meeting to order at 5:45 p.m.

Other Board members in attendance were Gail Mathison, present, and Jackie Aitchison via speaker phone until the arrival of Althea Paulson at 6:00 p.m. Anna Laurie was not present due to an excused absence.

Staff members present: Library Director Jill Jean, Director of Administrative Services Fernando Conill, Director of Support Services Carol Schuyler, and Executive Assistant Tammy Jeffries.

Members of the public in attendance: There were none.

The Mission Statement was read by Gail Mathison: “*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: There were none.

Opportunity for Public Comments: There were none.

CONSENT AGENDA

Item 1. Minutes of the November 16, 2006, regularly scheduled meeting.

Item 2. The following checks were approved for payment of the December 2006 bills: (a) Payroll and benefits check numbers 21575 through 21846 totaling \$312,252.76 and direct deposits totaling \$266,099.85 with a gross payroll amount totaling \$578,352.61; and (b) Blanket voucher check numbers 15149 through 15382, totaling \$504,913.48.

Item 3. Surplus library materials withdrawn from collection (6,314 items) November 2006.

Item 4. Ratification of 2006 decisions and actions made by the Board of Trustees in their capacity as trustees and by the Library Director in her capacity as Executive Director.

Motion #1 – Gail Mathison moved to approve the Consent Agenda as presented. Jackie Aitchison seconded. Motion passed unanimously.

CORRESPONDENCE: There was no additional correspondence.

REPORTS AND BRIEFINGS

1. **Vice President Teresa McDermott:** There was no report.
2. **Board Members:** There were no reports.
3. **Financial Report:** Fernando Conill presented the Library's November 2006 financial report.
4. **Library Director's Report:** Jill Jean requested dates from board members that they would be available to schedule a budget and strategic planning meeting. The meeting was tentatively scheduled for January 4, 2007, 6:00 p.m. to 8:00 p.m.
5. **Deputy Directors' Reports:** Fernando Conill, Administrative Services and Carol Schuyler, Support Services referred to their written reports submitted to the Board.

OLD BUSINESS: There was none.

NEW BUSINESS

ITEM 1. Cost of Living Adjustment:

Fernando Conill reported that staff recommendation was for approval of a Cost of Living Adjustment (COLA), based on the CPI-U (all U.S. Cities) rate issued on December 15, 2006, (2%) for all Kitsap Regional Library staff, including members of the UFCW bargaining unit, effective January 1, 2007.

Motion #2 – Althea moved to approve a 2007 Cost of Living Adjustment (COLA) of 2% for all Kitsap Regional Library employees, including members of the UFCW Librarian bargaining unit, effective January 1, 2007. Gail Mathison seconded. Motion passed unanimously.

ITEM 2. 2007 Agreement to Purchase Literacy Council of Kitsap Tutoring Services @ \$800.00 Per Quarter, \$3,200.00 Per Year:

Jill Jean reported that the Kitsap Regional Library has contracted annually with the Literacy Council of Kitsap for tutoring services for the benefit of Kitsap County residents since 1990.

Motion #3 – Althea Paulson moved to approve the 2007 Literacy Council of Kitsap tutoring services contract @ \$3,200.00, payable in quarterly segments. Gail Mathison seconded. Motion passed unanimously.

HOUSEKEEPING ITEMS

ITEM 1. Foundation Meeting:

The next Foundation Meeting is scheduled for Tuesday, January 2nd, 4:30 – 6:30 p.m., at the Sylvan Way Branch Library.

Housekeeping Items, continued:

ITEM 2. Next Meeting Dates:

- ❖ Thursday, January 25, 2007, at 6:00 p.m., Silverdale Branch Library
- ❖ 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

ITEM 3. Dates to Remember:

- ◆ Monday, January 1, 2007: Happy New Year! All libraries will be closed.
- ◆ Monday, January 15, 2007: Martin Luther King, Jr. Day. All libraries will be closed.

ITEM 4. Topics and/or Issues for the January Meeting.

ITEM 5. Adjournment. Vice President Teresa McDermott adjourned the regular meeting at 6:30 p.m.

Minutes submitted by:

Witness:

Tammy Jeffries, Executive Assistant

Teresa McDermott, Vice President
Board of Trustees

Date: _____