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**KITSAP REGIONAL LIBRARY
BOARD OF TRUSTEES
Minutes of January 25, 2007**

Location – Silverdale Branch Library

President Jackie Aitchison called the regular public meeting to order at 6:10 p.m.

Other Board members in attendance were Teresa McDermott, Althea Paulson, Anna Laurie, and Gail Mathison.

Staff members present: Library Director Jill Jean, Director of Administrative Services Fernando Conill, Director of IT and Facilities Susan Whitford, Silverdale Branch Manager Barbara Stevens, Public Relations Manager Audrey Newell, and Executive Assistant Tammy Jeffries.

Members of the public in attendance: There were five members of the public in attendance.

The Mission Statement was read by Althea Paulson: “*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: President Jackie Aitchison placed a Certificate of Appreciation for Fernando Conill, Director of Administrative Services, as the next item on the Agenda.

Certificate of Appreciation for Fernando Conill: The Board expressed their gratitude “For his personal honesty and integrity, his extraordinary dedication and service to KRL, and his tireless work to support the organization and the KRL Interim Director during last year’s leadership transition.”

Motion #1 – Jackie Aitchison moved to approve the Certificate of Appreciation for Fernando Conill. Gail Mathison seconded. Motion passed unanimously.

Opportunity for Public Comments: There were none.

CONSENT AGENDA

Item 1. Minutes of the December 18, 2006, regularly scheduled meeting.

Item 2. Minutes of the January 4, 2007, special meeting.

Consent Agenda, continued

Item 3. The following checks were approved for payment in January 2007 bills: (a) Payroll and benefits check numbers 21847 through 22209 totaling \$271,137.66 and direct deposits totaling \$136,800.09 with a gross payroll amount totaling \$407,937.75; and (b) Blanket voucher check numbers 16250 through 16446, totaling \$221,106.40.

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 Surplus library materials withdrawn from collection (4,705 items) December 2006.

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 (#96971) 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) and includes authorization of alternate signers for the KRL checking accounts when the Investment and Auditing Officer is not available.

Motion #2 – Anna Laurie moved to approve the Consent Agenda as presented. Teresa McDermott seconded. Motion passed unanimously.

CORRESPONDENCE: There was no additional correspondence.

REPORTS AND BRIEFINGS

1. **President Jackie Aitchison:** Jackie reported on the Audit Exit Interview she attended with the State Auditors and KRL staff.
2. **Board Members:** There were no reports.
3. **Financial Report:** Fernando Conill presented the Library's December 2006 financial report.
4. **Library Director's Report:** In addition to Jill Jean's written report, Jill introduced Facilities Planning Consultant Dallas Shaffer.
5. **Directors' Reports:** Fernando Conill, Administrative Services Division, and Susan Whitford, IT and Facilities Division, reviewed highlights from the written reports submitted to the Board. Jill noted from Carol Schuyler's, Support Services Division, written report that the East Bremerton Friends have committed to donating \$6,000 for the purchase of a new bookmobile.

OLD BUSINESS: There was none.

NEW BUSINESS

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 reported that 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.

Members of the Committee speaking in support of the levy lid lift were: Pierre Cappuccino, Natalie Bryson, and Patty Graf-Hoke. Recommendations ranged from requesting a levy lid lift from \$0.48 to \$0.50.

No action was taken at this time.

ITEM 2. 2007 Final Budget and 2007 Capital Improvement Plan.

Fernando Conill reported that the 2007 Final Budget incorporates revisions and adjustments of the 2007 Preliminary Budget. Fernando reviewed the 2007 projected operating revenue, operating expenditures, and capital expenditures. 2007 Final Budget fiscal note: \$11,325,338.

Motion #3 – Althea Paulson moved to approve, as submitted, the Kitsap Rural Library District's 2007 final Budget of \$11,325,338. Teresa McDermott seconded. Motion passed unanimously.

ITEM 3. Slate of Officers for 2007/2008 Nominating Committee.

Jackie Aitchison reported that a Nominating Committee is needed to recommend the slate of officers for the 2007/2008 term.

Motion #4 – Teresa McDermott moved to appoint Althea Paulson and Jackie Aitchison as the Nominating Committee. Gail Mathison seconded. Motion passed unanimously.

ITEM 4. Remove Requirement of Two readings to Approve KRL Policy.

Fernando Conill reported that the past practice for approval of a policy required two readings. Many policies are time-sensitive, especially those supporting human resources issues, and most policies approved have not require any changes prior to the second reading. 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. Action at the time of presentation is not required.

Since this is a 'past practice,' no motion is required. However, it was the general consensus of the Board that approval action of KRL policy changes may be made upon the first reading.

New Business, continued

ITEM 5. Rescission of KRL's Refund Policy.

Jill Jean reported that 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.

Motion #5 – Althea Paulson moved to approve rescission of KRL's Refund Policy. Gail Mathison seconded. Motion passed unanimously.

HOUSEKEEPING ITEMS

ITEM 1. Foundation Meeting:

The next Foundation Meeting is scheduled for Tuesday, February 6th, 4:30 – 6:30 p.m., at the Bainbridge Island Branch Library.

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

ITEM 3. Dates to Remember: None were added.

ITEM 4. Topics and/or Issues for the February Meeting. None were added.

ITEM 5. Adjournment. President Aitchison adjourned the regular meeting at 8:37 p.m.

Minutes submitted by:

Witness:

Tammy Jeffries, Executive Assistant

Jackie Aitchison, President
Board of Trustees

Date: _____