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**KITSAP REGIONAL LIBRARY  
BOARD OF TRUSTEES  
Minutes of August 23, 2007**

**Location – Sylvan Way Branch Library**

**President** Jackie Aitchison called the regular public meeting to order at 6:38 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 Support Services Carol Schuyler, Director of IT and Facilities Services, Public Information and Community Affairs Manager Susan Rosapepe, Collection Manager Martha Bayley, Executive Assistant Tammy Jeffries, Librarian Jean Ream, and Extension Assistant II José Gonzales.

**Members of the public in attendance:** Two members of the public attended: John Lyall and Brian Beaubien.

**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 July 26, 2007, regularly scheduled meeting.

Item 2. Minutes of the July 18, 2007, Board Retreat.

Item 3. The following checks were approved for payment in July-August 2007:

- (a) Payroll and benefits check numbers 23394 through 23488 totaling \$48,659.91, direct deposits totaling \$301,066.08 and electronic transfer for employee/employer federal taxes totaling \$178,365.65 with a gross payroll amount totaling \$528,091.64; and (b) Blanket voucher check numbers 17791 through 17978, totaling \$418,216.33.

Item 4. Surplus library materials withdrawn from collection (7,372 items) in July 2007.

Item 5. Surplus magazines (229 items) July 2007.

Item 6. Surplus of furniture and equipment items per list provided.

**Motion #1** – Anna Laurie moved to approve and enact the items on the Consent Agenda as presented. Althea Paulson seconded. Motion passed unanimously.

**CORRESPONDENCE:** There was no additional correspondence.

### **REPORTS AND BRIEFINGS**

1. **President Jackie Aitchison:** Jackie reported on her attendance at the Kitsap Regional Library Foundation's Annual Planning retreat the previous week. Discussion included funding for a Development Director.
2. **Board Members:** Anna Laurie announced that she has submitted her resignation to Commissioner Josh Brown, effective October 1<sup>st</sup> or upon approval of a new member.
3. **Financial Report:** Fernando Conill presented the Library's July 2007 financial report.
4. **Director's Report:** Jill reviewed highlights from her written report submitted to the Board.
5. **Director's Reports:** Fernando Conill, Administrative Services Division, and Carol Schuyler, Support Services Division, reviewed highlights from their written reports submitted to the Board.

There was no old business to present.

### **NEW BUSINESS**

#### **ITEM 1. Sponsorship Policy:**

As requested by the Board of Trustees, staff has developed a Sponsorship Policy and supporting procedures to allow for and define avenues of additional funding for the library through community resources.

**Motion #2** – Anna Laurie moved to adopt the Sponsorship Policy. Gail Mathison seconded. Motion passed unanimously.

#### **ITEM 2. Collection Development Policy Revision:**

The revision presented reflects the need for developing a policy with supporting library principles while allowing KRL to respond to ever-changing collection needs.

**Motion #3** – Gail Mathison moved to approve the Collection Development Policy revisions as presented. Anna Laurie seconded. Motion passed unanimously.

#### **ITEM 3. 2008 Budget Development Timelines:**

Fernando Conill reviewed the key dates and activities related to the development of KRL's 2008 Final Budget.

No action was required.

**HOUSEKEEPING ITEMS**

**ITEM 1. Next Meeting Dates:**

- ❖ Thursday, September 20, 2007, at 6:30 p.m., Sylvan Way Branch Library
- ❖ Thursday, October 25, 2007, at 6:30 p.m., Little Boston Branch Library
- ❖ Thursday, November 15, 2007, at 6:30 p.m., Sylvan Way Branch Library
- ❖ Monday, December 17, 2007, at 6:30 p.m., Sylvan Way Branch Library

**ITEM 2. Dates to Remember:**

- ❖ September 26-28: WILL Conference in Kennewick, WA, see brochure for more details.
- ❖ September 29, 3:00 p.m.: KRL Foundation Gala Fundraiser at the Poulsbo Branch.
- ❖ October 8, 8:00 a.m. – 5:00 p.m.: KRL Library Training Day at Kiana Lodge, Poulsbo.

**ITEM 3: Topics/Issues for the September Board Meeting:** None.

**ITEM 4. Adjournment.** President Aitchison adjourned the regular meeting at 8:45 p.m.

Minutes submitted by:

Witness:

\_\_\_\_\_  
Tammy Jeffries, Executive Assistant

\_\_\_\_\_  
Jackie Aitchison, President  
Board of Trustees

Date: \_\_\_\_\_