



Kitsap Regional Library
1301 Sylvan Way, Bremerton, WA 98310
Phone: (360) 405-9158/Fax: (360) 405-9156

**KITSAP REGIONAL LIBRARY
BOARD OF TRUSTEES STUDY SESSION
MINUTES**

Wednesday, October 17, 2007

Study Session Location: Sylvan Way Branch, Heninger Room, Bremerton, WA

Call to Order: Jackie Aitchison, President, called the Study Session to order at 5:15 p.m.

Other Board members in attendance were Teresa McDermott, Gail Mathison and John Lyall. Althea Paulson was absent.

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

Members of the public in attendance: There were none.

Welcome and Overview: Jill Jean, Library Director, gave an overview of the agenda items.

Chief Financial Officer Position: With the announcement by Director of Administrative Services Division Fernando Conill of his upcoming retirement in January 2008, the Leadership Team (Jill Jean, Fernando Conill, Carol Schuyler and Susan Whitford) is reviewing KRL's needs of filling the gaps of expertise that Fernando currently manages. This may include redistributing some of his functions to other divisions and hiring a consultant for the Chief Financial Officer duties.

2008 Budget Timeline/Decision Points: Fernando Conill reviewed the budget timelines and the related decision points.

2008 Budget Overview: Jill Jean reported that the 2008 Budget was built upon input from the KRL staff and managers. The Leadership Team reviewed all the input received and **incorporated** the some of the valuable ideas as a premise for the 2008 Preliminary Budget that will come before the Board at a later date for approval.

Proposed Changes in Library Hours: Carol Schuyler, Director of Support Services Division, reviewed the proposed changes in Library hours which included some workforce management strategies.

Workforce Reduction Strategies: Fernando Conill reported on the considerations and feedback received from staff (i.e. regarding usage of substitute employees and review of positions vacated) and gave a summary of staffing reductions and increases that will be included in the Preliminary 2008 Budget, including comparisons with 2007 budgeted positions.

Proposed changes in Fines and Fees: Carol Schuyler reviewed KRL’s current practices and the proposed changes to KRL’s fines and fees structure, the priority being to have checked out items returned in a timely manner so that they are available to circulate to other patrons.

Return on Investment Strategies: Susan Whitford reported on print management and self check out pilot projects. KRL is planning on a 35-40% reduction in printing costs and waste.

2009 Budget Overview: Jill Jean reported that if KRL does not pass the levy lid lift in 2008, KRL will have a 2.6 million dollar deficit. Jill reviewed the possible reductions (i.e. information budget, workforce reduction, etc.) that would need to be put into place to balance KRL’s 2009 budget. These reductions would dramatically impact KRL services.

Adjournment: President Jackie Aitchison adjourned the Study Session at 7:10 p.m.

Minutes submitted by:

Witness:

Tammy Jeffries, Executive Assistant

Jackie Aitchison, President, Board of Trustees

Date: _____