



📖 Bainbridge Island 📖 Downtown Bremerton
📖 Kingston 📖 Little Boston 📖 Manchester
📖 Port Orchard 📖 Poulsbo 📖 Silverdale 📖 Sylvan Way

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

Location – Little Boston Branch Library

President Jackie Aitchison called the regular public meeting to order at 6:40 p.m.

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

Staff members present: Library Director Jill Jean, Director of Administrative Services Division Fernando Conill, Director of Support Services Division Carol Schuyler, Director of IT and Facilities Division, Public Information and Community Affairs Manager Susan Rosapepe, Facilities Manager Mary Louise Ott, Little Boston Branch Manager Suzanne Jones, and Executive Assistant Tammy Jeffries.

Members of the public in attendance: Facilities Planning Consultant Dallas Shaffer.

The Mission Statement was read by Jackie Aitchison: “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.

Introduction/Welcome: Jackie Aitchison introduced Little Boston Branch Manager Suzanne Jones. Suzanne welcomed the Board members and gave a brief synopsis of events leading up to the opening of the new branch site/building and how patrons are reacting to the new facility.

CONSENT AGENDA

Item 1. Minutes of the September 20, 2007, regularly scheduled meeting.

Item 2. The following checks were approved for payment in September-October 2007:
(a) Payroll and benefits check numbers 23581 through 23667 totaling \$46,234.61, direct deposits totaling \$294,774.32 and electronic transfer for employee/employer federal taxes totaling \$172,720.94 with a gross payroll amount totaling \$513,729.87; and (b) Blanket voucher check numbers 18156 through 18384, totaling \$348,310.12.

Item 3. Surplus library materials withdrawn from collection (22,921 items) in September 2007.

Item 4. Surplus magazines (113 items) September 2007.

Motion #1 – John Lyall moved to approve the Consent Agenda items 1-4. Gail Mathison seconded. Motion passed with one abstention. Althea Paulson abstained from voting on the Consent Agenda items listed due to her absence at last month’s meeting.

REPORTS AND BRIEFINGS

1. **President Jackie Aitchison:** Jackie reported on her attendance at the Kitsap Regional Library Foundation meeting. The KRL Foundation's Gala event raised nearly \$10,000. The Foundation's current focus is the recruitment of additional members.
2. **Board Members:** Teresa McDermott attended the Little Boston Grand Opening and wanted to make sure that all involved with the preparations and move to the new Little Boston Branch Library site know how much their efforts are appreciated. Teresa gave a brief report on her attendance at the September WILL conference in Kennewick. She also wanted to give kudos to everyone that supported and was involved with the KRL Foundation's Gala event and note that Jim Civilla received the Port Orchard Man of the Year award.
John Lyall reported on some fundraising ideas using examples from other fundraising events he has previously participated in.
3. **Financial Report:** Fernando Conill presented the Library's September 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; Carol Schuyler, Support Services Division; and Susan Whitford, IT and Facilities Division, reviewed highlights from their written reports submitted to the Board.
6. **Public Information and Community Affairs Manager Report:** Susan Rosapepe reviewed highlights from her written report submitted to the Board.

CORRESPONDENCE: There was no additional correspondence.

OLD BUSINESS

ITEM 1. Interlocal Agreement for Early Learning Advocacy Services:

Jill Jean reported that the Washington public libraries are being asked to participate in a statewide program wherein they would be asked to work jointly and cooperatively to promote and provide, through funding support, the ability to contract with "one or more qualified persons or organizations" to represent the public libraries with the legislature and acquire early learning advocacy services. This would include developing "strategic partnerships and collaborations with organizations such as Thrive by Five and the Department of Early Learning" and to leverage funding for public library early learning services in public and tribal libraries. Fiscal note: \$9,501.

Motion #2 – Gail Mathison moved to approve the Interlocal Agreement for Early Learning Advocacy Services. John Lyall seconded. Motion passed unanimously.

NEW BUSINESS

ITEM 1. Library Facility Long-Range Planning Report:

Facilities Planning Consultant Dallas Shaffer reported on her proposed branch services areas accompanied by population projections for each service area through 2040 and branch planning guidelines to be used to make initial estimates of space needs. Highlights from her report included service district for each branch and their corresponding population projections for 2030 and 2040; demographics of count wide growth; where new or expansion of facilities may be needed and the logistics of incorporating the ability expand the square footage when needed to accommodate the growth.

Motion #3 – Gail Mathison moved to accept the Library Facility Long-Range Planning Report and to adopt the service areas and planning guidelines as outlined within this report. Teresa McDermott seconded. Motion passed unanimously.

ITEM 2. 2008 Preliminary Budget Preview:

Fernando Conill reported on the timeline for budget action items. The Preliminary Budget incorporates the 2008 Cost of Living Adjustment (COLA) recommendation that will be presented for the Board's consideration at its December meeting. Fiscal note: \$10,327,140.

No action was taken.

ITEM 3. Fines and Fees Update/Briefing:

Carol Schuyler reported that two premises were used to develop a revised fines and fees structure. It is KRL's goal to get library materials back in a timely manner and to produce additional revenues as a result of KRL's library levy lid-lift failure. The proposed fines and fees structure was also developed for feedback KRL received from patrons during the strategic planning process. The revised fines and fees structure will be presented for Board consideration at its November meeting.

No action was taken.

ITEM 4. Open Hours Update/Briefing:

Carol Schuyler reported that the Leadership Team is proposing a reduction in KRL's open hours as a direct result of the levy lid-lift failure and the corresponding 2008 budget deficit, while at the same time protecting the Library's emphasis on service to children and families and the support of lifelong learning. Other items of consideration used were library use patterns, consistencies of open hours system wide, better use of staff time/workforce and different needs between the large and small branches. The revised open hours schedule will be presented for Board consideration at its November meeting.

No action was taken.

New Business continued

ITEM 5. Policy on KRL Policy and Procedure Development:

Fernando Conill reported that in order to establish a more efficient and timely process for the implementation of KRL policies, this policy authorizes the KRL Library Director to develop and operationalize any and all procedures necessary – upon vetting by KRL counsel and any State auditing entities as required. Policies and revisions thereof will continue to be brought to the Board for consideration and approval.

Motion #4 – Althea Paulson moved to approve the KRL Policy and Procedure Development Policy. John Lyall seconded. Motion passed unanimously.

ITEM 6. Revised 2007 Holiday & Closure Schedule:

The revised 2007 Holiday & Closure Schedule incorporates the practice of previous years to close at 5:30 p.m. when New Year's Eve has fallen on a weekday. Library patronage has not been enough to reasonably continue operations into the evening hours. The 2007 Holiday and Closure Schedule previously submitted in September of 2006 did not reflect the closing time of 5:30 p.m. for all branches on December 31st.

Motion #6 – John Lyall moved to approve the revised 2007 Holiday & Closure Schedule as submitted. Althea Paulson seconded. Motion passed unanimously.

ITEM 7. Revised 2008 Holiday & Closure Schedule:

The revised 2008 Holiday & Closure Schedule incorporates the practice of previous years to close at 5:30 p.m. when New Year's Eve has fallen on a weekday. Library patronage has not been enough to reasonably continue operations into the evening hours. The 2008 Holiday and Closure Schedule previously submitted in September of 2007 did not reflect the closing time of 5:30 p.m. for all branches on December 31st.

Motion #6 – John Lyall moved to approve the revised 2008 Holiday & Closure Schedule as submitted. Althea Paulson seconded. Motion passed unanimously.

HOUSEKEEPING ITEMS

ITEM 1. Next Meeting Dates:

- ❖ 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
- ❖ Thursday, January 24, 2008 at 6:30 p.m., Sylvan Way Branch Library

ITEM 2. Foundation Meeting:

- ❖ Tuesday, November 6, 2007, at 4:30-6:00 p.m., Silverdale Branch Library

Housekeeping continued

ITEM 3. Dates to Remember:

There were none to list at this time.

ITEM 4: Topics/Issues for the November Board Meeting:

There were none to list at this time.

ITEM 5. Adjournment. President Jackie Aitchison adjourned the regular meeting at 9:05 p.m.

Minutes submitted by:

Witness:

Tammy Jeffries, Executive Assistant

Jackie Aitchison, President
Board of Trustees

Date: _____