

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 14, 2017

Members Present: Fred Henley, Barry Jacobson, Katie Loring, Mark Madsen, Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Baker

Call to Order: President Barry Jacobson called the meeting to order at 3:00 p.m.

Public Access: none

Agenda Approval:

MSC Fred Henley moved and Katie Loring seconded to approve the agenda as presented. Carried.

Approval of Board Minutes of October 10, 2017 regular meeting

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the minutes of the October 10, 2017 regular meeting as submitted. Carried.

Approval of Board Minutes of October 30, 2017 special meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the October 30, 2017 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Katie Loring agreed to attend the December 6, 2017 meeting at 4:00 pm in the Library meeting room.

FOL board member Margaret Barker reported on FOL activities:

- FOL finished finalizing its 2018 budget which was balanced; very positive.
- Membership renewals were coming along.
- Leslie Baker did a great presentation for the FOL annual meeting.
- Packaging up books for Discovery Books this weekend; FH Freight will transport. Use of a local barn was donated for book storage.
- Holiday Book Sale coming up on December 2nd; planning to raffle off more gift baskets this year; the Library was planning on putting together a basket for the raffle.
- Selling books online; people can buy certain books online and then pick them up at the Treasure Cove.
- Really good year for FOL during 2017; everyone really working hard and pitching in.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 10-12-2017 with warrant numbers 191235-191256** in the amount of \$25,159.67. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 10-23-2017 with warrant numbers 191680-191688** in the amount of \$7,228.13. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10-25-2017** in the amount of \$9,001.34. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 10-31-2017 with warrant numbers 191981-191990** in the amount of \$11,160.35. Carried.
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 11-13-2017 with warrant numbers 182532-192551** in the amount of \$20,481.83. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **October 2017 Payroll** dated October 25, 2017 in the amount of \$57,200.23. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

An updated Profit & Loss Report through October 2017 was distributed.

PUBLIC HEARING

Barry Jacobson declared the public hearing for the October 2018 Budget open at 3:18 pm. Laurie reviewed the Ordinance Resolution, the Levy Certification, and the 2018 Budget Resolution. Laurie also presented and reviewed the proposed 2018 Budget.

Highlights:

- 3% COLA
- FOL gift \$23,400 (continued to be a lowered amount to help balance the FOL budget)

- Transfer-in from General Reserve Fund has gone down to \$111,140 from the first draft budget; first year since levy lid lift that money has needed to be transferred into the Operating Fund in order to cover the planned operating budget.
- Suggestion of adding benefit of Air Ambulance insurance coverage for eligible employees; this cost had been included in the proposed budget.
- Suggestion that additional consultant costs regarding the facility do not impact the operating budget but instead be drawn from the Dedicated Fund; the Board agreed to address this issue at a later date.
- Change of Circulation Assistant to Circulation Associate 1; employee currently doing higher level tasks at 15 hours per week.
- 1.5% total increase in budget.

Mark Madsen provided an overview and analysis of the Library's projected financial situation given the proposed budget. The County Assessor reported to Mark that total assessed value throughout the County should be increasing at about 5%. The increase in valuations was expected to cause the Library's tax levy rate in 2018 to decrease to about 46 cents per thousand of assessed value. If 5% growth in assessed value was to continue, by 2025 the library's levy rate would be down to about 35 cents per thousand of assessed value. This would allow a future levy lid lift that would reset the levy rate. This would need to be done before the reserves run out which at a rate of about \$111,000 withdrawal each year would last an additional 6 years. To continue at only a 1.5 % budget increase each year would ultimately result in reductions of library services. Mark also calculated the Library's bond capacity at about \$14 million based on total assessed value.

Barry noted that no public comment regarding the proposed 2018 Budget was received.

Public hearing was closed at 3:45 pm. General session was resumed.

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to adopt Resolution 2-2017 setting the 2018 Levy Amount for the San Juan Island Library. Carried.

MSC Mark Madsen moved and Fred Henley seconded to authorize San Juan Island Library Director Laurie Orton to sign the 2018 Levy Certification. Carried.

MSC Fred Henley moved and Mark Madsen seconded to approve Resolution 3-2017 adopting the 2018 Budget for the San Juan Island Library as presented. Carried.

NEW BUSINESS

Architectural Firm Contract

Laurie reported that she had sent the contract from SHKS to the Library's Attorney, Paul Elsner, who had suggested several changes that Laurie reviewed for the Board. Laurie distributed a spreadsheet of SHKS proposed fixed and supplemental fees.

Laurie estimated a total estimated cost for the facility assessment and report of about \$60,695. Laurie reviewed a few questions she had emailed to Liz LeRoy, Owner's Representative for the Library. Liz had suggested adding an optional add-on for program planning for a certain dollar amount so that if the Library chooses to go forward, it would not have to renegotiate a new contract. Laurie was to clarify with Liz if this was already included in the proposed contract.

MSC Katie Loring moved and Fred Henley seconded that the Board approve the SHKS proposed contract including the Library Attorney's recommended changes with approval of the additional option of expanding the scope of services for additional program planning at a cost not to exceed \$8,000 based on the recommendation of Owner's Consultant Liz LeRoy and subject to the Library Attorney's review of the optional language. The Board further authorized the Library Director to sign the finalized contract with SHKS. Carried

Laurie suggested a new Public Outreach Committee to continue moving forward in the facility feasibility process. Barry Jacobson from the Board and Leslie Baker from the staff were chosen to be on this new committee along with Laurie and possibly an FOL member. Laurie thanked the committee that selected the architectural firm.

Trustee Appointments

Laurie reviewed Board member terms. Mark Madsen agreed to a second term. The recommendation for Mark's reappointment would need to go to the County Council for approval. Katie Loring announced she would be stepping down as a Board member due to her recent appointment to San Juan County Superior Court that was to be effective January 1st. Laurie was to contact prior Board member applicants to see if they were still interested; Board would also like to re-interview prior applicants and also interview any new candidates. Laurie planned to post the notice for new Board members after the Thanksgiving holidays and schedule interviews with the Board mid-January.

MSC Fred Henley moved and Katie Loring seconded to recommend Mark Madsen's reappointment to the San Juan Island Library Board of Trustees be submitted to the San Juan County Council for approval. Carried.

MSC Mark Madsen moved and Katie Loring seconded to approve the slate of 2018 officers for the San Juan Island Library Board of Trustees as presented: Fred Henley, President; Lynn Weber/Roochvarg, Vice President; Barry Jacobson, Secretary.

Library Director's Annual Review

Barry Jacobson reported that he and Lynn Weber/Roochvarg had agreed to serve as the Annual Review committee. Members of the Board were to receive review documents prior to the December Board meeting in order to approve or change the ratings documents and the review process at the December Board meeting. Tentative timeline for completing the review survey would be by early January. Laurie's formal review would then be completed at the February Board meeting.

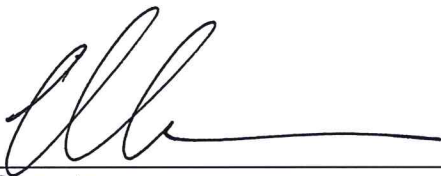
Holiday Closures

Laurie noted that the Library's policy manual states that on Christmas Eve and New Year's Eve the Library closes at 3 pm. This year, these days fall on Sundays which would mean the Library would be open for only 2 hours on each of those days. Laurie therefore proposed that the Library be closed on those days rather than be open for only two hours. The Board agreed to full-day closures on Christmas Eve and New Year's Eve.

ADJOURNMENT

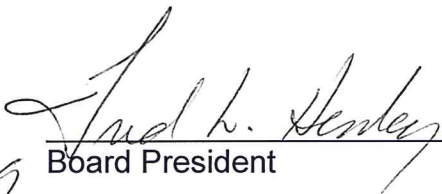
MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to adjourn at 4:35 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President

ACTING