

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

July 12, 2016

Members Present: Fred Henley, Barry Jacobson, Lynn Weber/Roochvarg

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Louise Lelevich

Call to Order: Vice President Barry Jacobson called the meeting to order at 3:04 p.m. President Mark Madsen could not be present due to a family emergency.

Public Access: none

Agenda Approval:

Barry Jacobson asked for an agenda item to be added before the minutes approval for time to speak to the recent loss of a Trustee.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the agenda as amended. Carried.

Loss of Trustee Glenna Hall

Barry Jacobson noted that Glenna Hall, a long time Board member, had recently passed away. Barry explained that he wanted to acknowledge her loss and offer those present the opportunity to speak in memory of Glenna. Barry shared that he believed Glenna's contribution to the Board was invaluable and invited sharing of thoughts and memories.

Each of those present took a moment to share anecdotes and remembrances of Glenna especially noting her warmth, humor, collegiality, insight, and essential contributions to the Board. It was agreed that Glenna would be deeply and sorely missed.

Approval of Board Minutes of June 14, 2016 regular meeting

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the minutes of the June 14, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the August 3rd meeting at 3:00 pm in the Library meeting room.

Margaret Barker reported the FOL Board recently had a working retreat at the home of FOL Board Member Louise Lelevich. All FOL Board members attended, contributed, and wonderful work was done. Laurie attended as well. Topics discussed included what to do with the recent Hepp bequest, FOL membership, Treasure Cove, and the upcoming book fair. At the meeting, it was proposed to put \$100,000 of the recent Hepp

bequest of \$114,000 into a capital campaign fund for a Library building. It was further decided that if at any time in the year, FOL's cash balance exceeded \$40,000, then \$10,000 would be transferred to the building fund.

Margaret reminded the Library Board that FOL's annual Book Fair was coming up in August and would take place at the Library. August 12th would be open to those with FOL memberships. August 13th the Fair would be open to all. Two authors were scheduled to speak on Saturday. A silent auction was also planned to take place at the sale. Margaret noted that FOL was also seeking group transportation from downtown to the Library during the Book Fair.

FOL membership was reported to be way up though business memberships were still lagging. Margaret reported that Friday Harbor Freight continued to donate shipping costs of FOL books to Discover Books. FOL was still in need of two more board members. FOL was also exploring having a once-a-month, fundraiser tent at the Farmer's Market to sell books and jewelry and possibly include informational brochures about FOL and the Library.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 06-20-2016** in the amount of \$7,238.88. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 06-28-2016 with warrant numbers 171659-171673** in the amount of \$8,073.03. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment for **Bills Due Period Ending 07-11-2016 with warrant numbers 172562-172596** in the amount of \$51,748.97. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment for **2nd Quarter 2016 Use Tax dated 07-12-2016 with warrant number 7132016** in the amount of \$756.05. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to affirm the **June 2016 Payroll** dated 06-20-2016 in the amount of \$50,280.83. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie further noted:

- The FOL retreat was fun and very productive.
- New Circulation Manager Sue Vulgares was hired effective July 1st. The set up of her workspace was still in process.
- The presentation by the edible insects speaker went very well. A very dynamic presenter and offered samples to taste.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also distributed the newly completed information brochure regarding the Library's technology services and also distributed the July calendar of adult programs. Leslie noted that the drop-in, problem-solving Tech

Tuesday sessions continued to be hugely popular so Leslie and Beth were trying to develop a manageable structure for offering tech classes. Leslie also shared that she had applied for and been awarded an Awesome Foundation grant in the amount of \$1000 (www.awesomefoundation.org/en/projects/65038-library-birders) that will be used to expand the birdwatching kit collection.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted that Melina had sent an email to the Board with updated information about this year's Summer Reading Program and how successful it has proven to be so far. In response to a Board question, Leslie explained that MailChimp is a third party email platform utilized by the Library and FOL for group emails about programs and events. Leslie also noted that the Youth Services and Adult Programs calendars were both available to download from the Library's website.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that all the 3D printer equipment had been received but staff was still working to develop related policies and procedures.

Financial Report (Carrie Lacher)

The current Profit and Loss Statement was reviewed.

OLD BUSINESS

Facilities Workshop #4 Draft Agenda and Assignments

Barry Jacobson led a discussion regarding the timing of the upcoming work session scheduled for July 19th. Following this discussion, it was agreed to postpone Workshop #4 to a later date. Laurie agreed to communicate with Board President Mark Madsen and Work Session Facilitator Lynne Hobbs and then email the Board with possible dates.

The Board reviewed and approved the proposed draft agenda as no further changes were anticipated. Laurie noted that she would also communicate the final agenda to Lynne Hobbs.

HVAC Authorization

Laurie reported that at the last meeting, the Board was given a rough, low estimate for emergency HVAC repairs and replacement that did not include the related electrical work estimate. After receiving the actual HVAC and electrical quotes, Laurie contacted Mark Madsen as Board President to request authorization of up to \$50,000 to move forward with the emergency HVAC repairs. Mark asked for an explanation of where these funds would come from within the adopted 2016 budget. Laurie reviewed with Mark the proposed changes she would make to the 2016 budget that could be used to fund the HVAC emergency project. Based on this information, Mark Madsen had authorized the additional expenditure allowing Laurie to continue to move quickly on this emergency project.

MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to approve Mark Madsen's emergency authorization of not to exceed \$50,000 for the emergency HVAC replacement project. Carried.

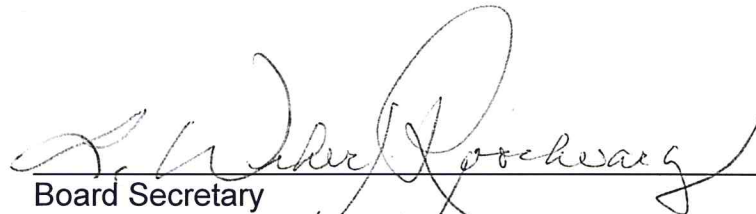
Executive Session

At 4:15 pm, Barry Jacobson called an Executive Session to evaluate qualifications of an applicant as per RCW 42.30.100 (g). The session was anticipated to last for 30 minutes. No action was expected to be taken. At 4:45 pm, Barry Jacobson announced the session would continue for another half hour. The Board returned to public session at 5:18 pm.

ADJOURNMENT

MSC Fred Henley moved and Lynn Weber/Rooschvarg seconded to adjourn at 5:20 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President (V.P. - Fred Henley)