

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

December 12, 2017

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Barker

Call to Order: Vice President Fred Henley called the meeting to order at 3:01 p.m.

Guests Present: SHKS Architects; Karen Vedder

Public Access: none

Agenda Approval:

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the agenda as re-ordered for architect presentation to come before reports and other business. Carried.

Approval of Board Minutes of November 14, 2017 regular meeting

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the minutes of the November 14, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson agreed to attend the January 3, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Board President Stan Mayhew reported that FOL held a holiday book sale at the Library that did well: \$1300 from book sales, \$1700 on silent auction for gift baskets.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11-21-2017** in the amount of \$9,001.34. Carried.

MSC Mark Madsen moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 11-28-2017 with warrant numbers 193065-193076** in the amount of \$8,720.65. Carried.

MSC Katie Loring moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 12-05-2017 with warrant numbers 193227-193242** in the amount of \$15,853.64. Carried.

MSC Lynn Weber/Roochvarg moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 12-11-2017 with warrant numbers 193544-193562** in the amount of \$11,056.91. Carried.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to affirm the **November 2017 Payroll** dated November 22, 2017 in the amount of \$57,412.42. Carried.

NEW BUSINESS

Meet SHKS Architects

David Strauss and Hannah Allender attended from SHKS Architects and presented an expanded introduction about their firm. Topics included:

- background working with public libraries in the area;
- 23 total employees;
- Structural engineer Dan Say had also visited the Library building;
- Kevin Kane on the project team but was not able to attend the Board meeting;
- existing conditions assessment update –
 - initial walk through showed the building was in reasonably good shape; no big surprises; inexpensively but well-built;
 - will continue with assessing structural components including stormwater issues;
- potential site assessments including current site and possible alternate options;
- community engagement;
- preliminary project schedule.

New Contract

David reviewed the difference between the two contract options that were provided in the Board packet with the substantive difference focused on the amount of community input. Board discussion developed regarding what the community input might look like: combination of timing, workshops, meetings, and community open houses. Proposal was for assessment report to be presented to the Board and finalized by February/March with community outreach to follow.

Laurie distributed a spreadsheet comparing the costs of the two proposed contract costs: abbreviated programming scope vs. expanded programming scope. Laurie noted that Liz LeRoy, Owner's Representative, recommended the Expanded Programming Scope due to more input from staff and the community that would lead to more robust results.

MSC Mark Madsen moved and Katie Loring seconded to authorize Library Director Laurie Orton to sign the proposed SHKS contract with the Expanded Programming Scope with a project budget of \$57,790. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Board agreed that any Board mail that arrives at the Library should go to Laurie first for review and distribution.

- Laurie had contacted San Juan County about Mark Madsen's Trustee reappointment for Council action.
- Karen Vedder had expressed interest in reapplying for Board membership; the announcement seeking applications was expected to be online soon, on the Library website, up in the Library, and ads in the upcoming issue of *The Journal*.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additionally:

- Highlights of events that took place in November; most notably the evening with Kwiáht had over 100 in attendance even though the Library was closed. Leslie expected this partnership to continue next year. Boyd Pratt was also continuing partnerships with the San Juan County Land Bank, and the National Park Service.
- TedX talks were also expected to continue. These were mostly held off-site.
- The community newsletter had been published and delivered to Island households.
- New display cases in the Local Interest Collection area had been completed and will contain special items on loan from the San Juan Historical Museum.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted. Laurie also noted that the Annual Volunteer Appreciation Party and White Elephant Gift Exchange was scheduled for December 20th at 12:30 pm. Fred Henley agreed to attend as the Board representative.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

An updated Profit & Loss Report through November 2017 was distributed. Carrie noted that 100% of budget had been achieved for property tax revenue. The Board was also reminded that the Library works on a "13th Month" so 2017 would not fully close until after the middle of January 2018.

OLD BUSINESS

Library Director's Annual Review

Barry Jacobson reported that he and Lynn Weber/Roochvarg had sent out prior year's assessment information/questions to Board members. Review survey was to go out to Library staff and Board members to complete soon. Barry would also provide hard copies to Leslie as an option for staff to complete. Due date to complete the survey was midnight January 5th. Lynn and Barry would then plan to collate and analyze the responses and present a draft review narrative at the January Board meeting with finalization of the Director Review planned for the February Board meeting.

Board took a moment to express its thanks to Katie Loring for her service to the Library and the Board. Katie Loring was moving on to her appointment as the County's Superior Court judge.

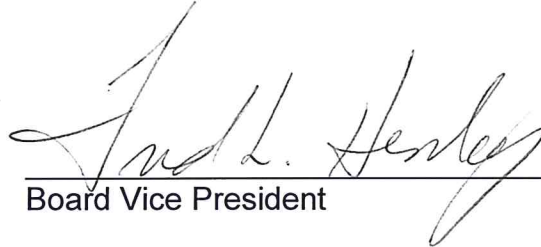
ADJOURNMENT

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



Respectfully submitted:

Board Secretary



Approved:

Board Vice President