

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 13, 2018

Members Present: Fred Henley, Barry Jacobson, Mark Madsen, Karen Vedder, Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Louise Lelevich

Call to Order: President Fred Henley called the meeting to order at 3:00 p.m.

Visitors Present: None

Public Access: None

Agenda Approval:

SHKS Architects were not able to attend the Board meeting. The report presentation agenda item was therefore removed and the Executive Session was cancelled.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the agenda as modified. Carried.

Approval of Board Minutes of February 13, 2018 regular meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the February 13, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the April 4, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Louise Lelevich reported:

- All reminders for membership renewals had been sent out; FOL was still working towards its membership drive goal.
- Treasure Cove continued to have excellent results – tripled revenue over last year same month.
- Received award from United for Libraries; \$250 to help with National Friends of the Library Week.
- FOL Annual Meeting planned for Wednesday, April 25th: Dancing Seeds Farm owner and published author Gail Kretchmer will be speaking about her Island farm.
- Another Board nominee had agreed to run for the FOL Board.
- FOL had discussed new San Juan Island Community Foundation fund for the Library and had agreed to explore this topic further with Library Board members.
- Working on Mother's Day baskets for upcoming raffle.
- Plan to have a booth at the Farmers Market three times this season.

Approval of Bills:

- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 02/16/2018 with warrant numbers 196326-196329** in the amount of \$12,585.72. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 02-22-2018** in the amount of \$9,371.90. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 02-26-2018 with warrant numbers 196798 - 196810** in the amount of \$4,192.08. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 03-13-2018 with warrant numbers 197509-197537** in the amount of \$16,501.06. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **February 2018 Payroll** dated February 21, 2018 in the amount of \$59,731.75. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted.

- Laurie gave additional details of an incident with a young person posting threatening online comments regarding the Library at the public school. Laurie reported that she had discussed the incident with the parent and school principal, who had determined, with the school counselor, that this was not considered to be a serious threat. Laurie noted that the school had alerted the Sheriff's Office. The Board asked Laurie to seek a meeting with Sheriff Ron Krebs regarding the Library being immediately alerted about any future threat incidents that may involve the Library.
- Board appreciated the recent review and verification of the occupancy limits of the Library building by the Town of Friday Harbor Fire Marshall Mike Bertrand.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additionally, Leslie gave an update on the Reading Revels challenge, the Library's community-wide, year-long reading challenge. Leslie encouraged Board members to review the reading challenge webpage linked from the home page of the Library's website. To date, the challenge had 80 participants with over 160 book reviews submitted and posted. Leslie noted it was not too late to join!

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)

Profit & Loss report for February 2018 was noted.

NEW BUSINESS**SHKS Architects Report and Planning**

Presentation of the report was delayed due to a scheduling miscommunication with SHKS Architects. The Board asked for the report to be distributed to Board members in advance of the presentation from SHKS. It was agreed to schedule a Special Meeting Monday, March 26th at 10:30 am for the purpose of hearing and reviewing the facility report.

It had also been planned to hold a special staff meeting for presentation of the report with an opportunity for staff to ask questions directly of SHKS. The Board asked that Laurie summarize the questions that come up during the staff presentation to present to the Board. It was noted that Margaret Barker would be a possible alternative for Louise Lelevich as the FOL representative at the SHKS presentation.

Community outreach dates: suggested to look a minimum of 4 weeks out to allow time for publicity and outreach regarding the community meetings. May 6/7 suggested as first choice options or May 20/21 (midafternoon and evening on a Sunday, afternoon on a Monday). Laurie agreed to research Mullis Center, Grange, and Brickworks as possible community meeting locations.

It was also agreed that as many as possible from the Board and relevant staff ought to be in attendance at the community meetings in order to have enough coverage for the information boards that will be on display.

EXECUTIVE SESSION (*cancelled*)

RCW 42.30.110(1)(g) – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Paid Sick Leave Policy

Laurie reviewed proposed revisions/additions to the Library's Personnel Manual in order to accommodate Washington State's newly adopted Paid Sick Leave law. Laurie reviewed suggested changes needed including:

- Section 1.05 - Addressed family members covered by the new Domestic Violence Leave eligibility. This raised the issue of needing to change other affected policies in the manual that referred to "registered domestic partners" in order to define for Library policy what qualifies as a "domestic partnership." It was suggested to remove the last sentence regarding "willful falsification" and also remove "partially defined by OPM."
- Section 2.08 – okay as revised.
- 5.03 – okay as revised.

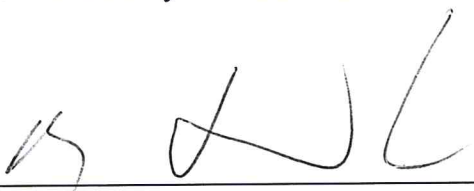
- 7.04 – okay as revised.
- 8.03 – okay as revised with the addition of a clarifying section referring to medical insurance coverage.
- 8.04 – okay as revised.
- 8.12 – remove Section 8.12 completely and rename Section 8.03 to include Domestic Violence Leave in the title.

MSC Mark Madsen moved and Karen Vedder seconded to approve the amendments to the San Juan Island Library's Policy Manual regarding Paid Sick & Domestic Violence Leave as presented and revised. Carried.

ADJOURNMENT

MSC Mark Madsen moved and Barry Jacobson seconded to adjourn at 4:04 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President