

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

May 8, 2018

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Judy Bentzen

Call to Order: President Fred Henley called the meeting to order at 3:07 p.m.

Visitors Present: none

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of April 10, 2018 regular meeting

MSC Karen Vedder moved and Lynn Weber/Roochvarg seconded to approve the minutes of the April 10, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder agreed to attend the June 6, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Treasurer Judy Bentzen reported:

- FOL's annual meeting went well. FOL officers were elected:
 - Stan Mayhew, President
 - Don Hendrix, Vice President
 - Judy Bentzen, Treasurer
 - Nancy Sheplor, Secretary
 - Diana Pieples, Membership
- Margaret Barker and Louise Lelevich had also re-upped as Board members.
- Raffle ticket sales for the Mother's Day basket were going well.
- Planned to have a booth at the Farmers Market one Saturday each in June, July, and August.
- Planned to have a meeting in the fall with SJI Community Foundation.
- FOL planned to have a presence at the Library's upcoming community facility meetings in May.

Approval of Bills:

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to re-approve corrected payment of **Bills Due 03/13/2018 with warrant numbers 197509-197537** in the corrected amount of \$16,415.79. **Carried.**

MSC Lynn Weber/Roochvarg moved and Karen Vedder seconded to approve payment of:

- **PEBB Insurance & LifeMap Assurance Premiums dated 03/23/2018** in the amount of \$8,968.17,
- **Bills Due Period Ending 03/27/2018 with warrant numbers 197981-197991** in the amount of \$4,175.72 and
- **Bills Due Period Ending 03/28/2018 with warrant number 197992** in the amount of \$5,045.2.
- **Carried.**

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of:

- **Bills Due Period Ending 04/17/2018 with warrant numbers 198802-198836** in the amount of \$49,246.23,
- **First Quarter Use Tax dated 04/16/2018 Due Period Ending 03/27/2018** in the amount of \$269.46,
- **PEBB Insurance & LifeMap Assurance Premiums dated 04/25/2018** in the amount of \$9,440.37, and
- **Bills Due Period Ending 05/01/2018 with warrant numbers 199471-199493** in the amount of \$22,470.14.
- **Carried.**

MSC Barry Jacobson moved and Karen Vedder seconded to affirm the **March 2018 Payroll** dated March 22, 2018 in the amount of \$59,206.30. **Carried.**

MSC Karen Vedder moved and Lynn Weber/Roochvarg seconded to affirm the **April 2018 Payroll** dated April 25, 2018 in the amount of \$60,251.60. **Carried.**

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Specific statistics from the Library Survey report were reviewed and noted including that 500 fewer patron accounts existed last year primarily due to a purge of inactive cards, and that virtual visits were up 47%.
- Communications & Marketing Workshop (Librarian as Candidate and Library as Cause) was attended by Barry, Karen and Laurie. This workshop, held in Burlington and led by EveryLibrary(www.everylibrary.org), was made available to area libraries utilizing LSTA funds. The focus was on how to effectively communicate with the public for support of library funding.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additionally:

- The May Board Report included two recent SanJuanIslander.com columns, one column was written by Beth Helstien and the column about poetry was written by Boyd Pratt. The Board noted its appreciation of Beth's column on volunteers in the community.
- Leslie reported that the third in-service meeting of islands-wide library staff was scheduled for Thursday, May 10th; 5 or 6 staff from SJI Library were planning to travel to Lopez Island Library. The next training was planned to again be held at SJI Library later this year.
- Leslie reported that she has also developed and implemented a plan for more regular staff training on a monthly basis that will include an online component and webinar.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Manager Report (Sue Vulgares)

No report for May.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

Profit & Loss report for April was distributed. It was noted that up-to-date revenue information was not yet available from the County. Carrie also noted she was working on the 2017 Annual Report for the State Auditor's Office. Laurie noted that 2018 budget amendments would be proposed at the June or July Board meeting.

OLD BUSINESS

Friends/Community Foundation Fund Update

Karen reported that she and Mark met with FOL Board members Judy and Stan to discuss fundraising. Judy, Mark and Stan then had a meeting with the San Juan Island Community Foundation. Judy reported that they met with Executive Director Carrie Unpingco and discussed establishing a fund for use by the Library for building-related needs. FOL has had a fund established since 2008 with a current balance of about \$16,000. Fees on this fund are only 1% annually and it was decided to utilize this fund rather than set up a separate or sub-fund to avoid increased fees. Carrie indicated SJICF would potentially be interested in assisting the Library and FOL with a fundraising project. It was agreed to continue further discussion with the SJICF in the fall.

SHKS Report Draft 4

Laurie and the Board reviewed each section of the most recent draft of the report. The Board reviewed and discussed several necessary corrections and changes including:

- Add a new section, Project Rationale, on page 3 that addressed the impetus of the study more specifically and referred to the public meeting notes in the Appendix section.
- Rework and move the section "Existing Library Services" on page 5.
- Define "soft costs" at first usage.
- Better define priority levels and source of cost estimates in building condition section.
- Corrections needed to the included site plans and related cost analysis.
- Costs of each option should be included on the actual site plans.
- Cost analysis should be on a board for public viewing with soft costs better defined.
- Various corrections to grammar and verbiage.
- Clarify that images used on page 31 were examples and not of current Library.

Laurie described the process for the upcoming public meetings:

- Start with presentation from Mark and then SHKS Architects;
- Estimate of 10 visual boards placed around the room (SJI Grange Hall) with information for review by the public;
- Discussion of having a "take away" or handout for the public.

EXECUTIVE SESSION

RCW 42.30.110(1)(g) – To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board agreed to postpone this session to the next regular Board meeting at which all Board members were expected to be present.

ADJOURNMENT

MSC Barry Jacobson moved and Lynn Weber/Rooschvarg seconded to adjourn at 5:41 pm. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President