

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

August 8, 2017

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

**Staff Present:** Laurie Orton, Leslie Baker, Carrie Lacher

**Visitor:** Liz LeRoy (by phone)

**FOL Present:** Stan Mayhew

**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 Lynn Weber/Roochvarg seconded to approve the agenda as submitted. Carried.

### **Approval of Board Minutes of July 11, 2017 regular meeting**

**MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to approve the minutes of the July 11, 2017 regular meeting as submitted. Carried.

### **Friends of the Library (FOL)**

Delegate to next FOL meeting: Lynn Weber/Roochvarg agreed to attend the September 6, 2017 meeting at 4:00 pm in the Library meeting room.

FOL President Stan Mayhew reported on FOL activities:

- The recent FOL Annual Book Sale did very well: \$2,345 was collected (last year less than \$900 was collected). Stan reported there was a good turn out from the community; volunteers really came through with assistance; Kiwanis contributed \$100 for ice cream; and Brown's Home Center donated lumber for the display tables.
- FOL participated in the July 8<sup>th</sup> Farmers Market and collected \$162. One more booth at the Market was scheduled for August 26<sup>th</sup>. The Farmers Market has worked out very well for FOL fundraising.
- Treasure Cove made \$586 in July. The Treasure Cove can now accept credit cards and the custom parade T-Shirts have been available for sale.
- FOL was starting preparations for FOL week in October. This was expected to be FOL's kick-off for its annual membership drive.

### **Approval of Bills:**

- MSC** Mark Madsen moved and Fred Henley seconded to re-approve payment of **Revised Bills Due Period Ending 07-11-2017 with warrant numbers 187376-187399** in the corrected amount of \$20,683.23. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 07-24-2017** in the amount of \$9,001.34. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 07-24-2017 with warrant numbers 187895-187903** in the amount of \$3,486.24. Carried.
- MSC** Katie Loring moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 07-31-2017 with warrant numbers 188190-188209** in the amount of \$8,985.47. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to affirm the **July 2017 Payroll** dated July 25, 2017 in the amount of \$58,302.69. Carried.

### **Director Report (Laurie Orton)**

Laurie's written report was noted. Additionally:

- Furniture update – heavy duty rolling chairs were still coming; eight new chairs were being held in Laurie's office for arrival of the new tables and then all new furniture was to be put out at the same time.
- Teens painted parking bumpers in the front parking lot as a fun Summer Reading Program (SRP) teen project.

### **Assistant Director/Adult Services Manager Report (Leslie Baker)**

Leslie's written report was noted. Leslie also noted that the "Staff Picks" posters were posted on the Library's website. Laurie noted that these posters and other flyers were created by Leslie using the Library's newly acquired software: Library Aware.

### **Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted. Laurie also noted that the Community Rock had been painted as part of the Teen SRP. As a concluding SRP event, the Teen Fear Factor Party had several fun activities such as a Jell-O-mold brain with edible bugs inside and was very popular event with the teens. It was also noted that the Library was to be one of the partners in the August 21<sup>st</sup> Solar Eclipse Viewing Party at the San Juan Island National Historical Park at South Beach. Laurie distributed a flyer regarding the upcoming astronomical event.

### **Circulation Manager Report (Sue Vulgares)**

Sue's written report was noted. Laurie also reported that the DVD disc cleaning machine had broken and a replacement had been ordered.

### **IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.



### **Financial Report (Carrie Lacher)**

A finalized P&L report was to be emailed to Board members as monthly information from the County had not been received at the time of the Board meeting. A draft P&L for July had been provided in the Board Report. Carrie also reported that the Library had been contacted by the State Auditor's Office regarding changing the three-year audit timeline. After discussion with Laurie, the Library agreed to change the next audit to four years (2020) at no additional cost for the extra year. After that, it was expected the Library would return to its usual three-year cycle.

### **OLD BUSINESS**

#### **Liz LeRoy/Building Assessment & Feasibility RFQ**

Consultant Liz LeRoy participated by phone.

Liz reviewed with the Board the draft Request for Qualifications (RFQ) that was included in the Board report. The major change from the June Board meeting was that the previous Request for Proposals had been revised to a Request for Qualifications. Other topics of discussion:

- Request for Certificate of Liability insurance coverage. It was agreed to require applicants to disclose what insurance they carry but not require a specific Certificate at this point in time.
- Need consistency throughout the RFQ in referring to feasibility of expansion in addition to an assessment of the current building.
- Address need for future technology expansion in current or future building and assessment of overall potential technology capacity.
- Recruiting and selecting a community member for Facilities Planning Committee. It was agreed to invite a representative from FOL.
- Agreed to change the timeline to 10 years from 20 years.

The Board provided some grammatical edits to the RFQ. Liz agreed to revise the RFQ to address the concerns of the Board and the issues discussed.

The Board also discussed the timeline of the RFQ selection process and identified Board participants:

- Lynn Weber/Roochvarg and Mark Madsen agreed to participate in the Committee as the two Board members.
- Laurie would participate as the Director.
- FOL would identify a Board member at its September meeting to participate in the Committee as the community member.
- Carrie was selected as the additional staff member.
- Committee was scheduled to meet October 6<sup>th</sup> to review received RFQs and determine an applicant short list to interview.
- A recommendation of a selection would be made by the Committee to the Board.
- The Board agreed to have a special meeting to approve the recommendation of the Committee before notifying the successful applicant and the public.
- It was agreed to name this committee the Facilities Assessment Committee rather than a "planning" committee.

## NEW BUSINESS

### Towing Abandoned Vehicles

Leslie gave a summary of recent issues regarding three abandoned vehicles in the Library's parking lot that took over a week to resolve. During this process, it was realized that the Library did not have signs or a policy regarding towing nor a contract for towing services. Laurie and Leslie therefore presented a revision of *Policy 5.1, Rules of Conduct* to address abandoned vehicles and towing. Leslie was working with a local towing company to establish a contract and provide signage. It was agreed to remove "after 24 hours" in the sentence "vehicles parked overnight may be towed without notice after 24 hours."

**MSC** Mark Madsen moved and Katie Loring seconded to approve the revision to Policy 5.1, Rules of Conduct as amended. Carried.

### Patron Question for the Board

The Board reviewed Laurie's written response to a patron's inquiry about the recent magic show that was part of the Summer Reading Program. The Board concurred that it approved the draft response from Laurie with some minor edits.

## ADJOURNMENT

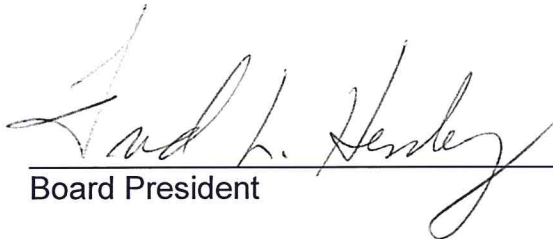
**MSC** Mark Madsen moved and Fred Henley seconded to adjourn at 4:36 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President