

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

July 11, 2017

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Louise Lelevich

Visitor: Liz LeRoy

Call to Order: President Barry Jacobson called the meeting to order at 3:01 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 June 13, 2017 regular meeting

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the minutes of the June 13, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the August 2, 2017 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Louise Lelevich reported on FOL activities:

- FOL has had a booth at the Farmers Market twice so far this summer that has generated about \$400.
- FOL held the Cake Walk at this year's Pig War celebration. This activity generated \$450 in two hours. The Kiwanis may ask FOL to host this event again next year.
- FOL was ordering more of the custom designed "Read, White, & Blue" t-shirts featured in the Library's entry in the 4th of July parade to sell in the Treasure Cove.
- FOL's annual book sale was coming up on Saturday, August 5th. FOL members were very busy getting ready, developing flyers, organizing volunteers, and sorting book donations. More book donations were needed.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 06-20-2017** in the amount of \$9,001.34. Carried.
- MSC** Fred Henley moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 06-27-2017 with warrant numbers 186721 - 186739** in the amount of \$12,100.37. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **2nd Quarter 2017 Use Tax with warrant number 90710172** in the amount of \$492.88. Carried.
- MSC** Katie Loring moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 07-11-2017 with warrant numbers 187376-187399** in the amount of \$20,877.20. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to affirm the **June 2017 Payroll** dated 06-21-2017 in the amount of \$56,567.51. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Laurie reported that staff who participated in the 4th of July parade were paid for their time since this was considered a Library outreach program. The Board was supportive of this action.
- Laurie attended the recent grand opening celebration of Orcas Island Library's new building addition. Laurie distributed printed materials to the Board that were available at the event. The celebration was very well attended and very exciting.
- Laurie noted recent social media comments about the behavior of children in the Library. Staff was continuing to work to address this issue.
- Leslie applied for and was awarded a scholarship from Washington State Library to attend this year's annual conference for the Association of Rural and Small Libraries. 100% of Leslie's costs to attend the conference will be reimbursed by the State Library. Four total staff plan to attend the conference. Laurie will be applying for a professional development grant from the State Library to help with the costs of the other three staff who will be attending.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Laurie also shared a resource card that Leslie had developed that staff could hand out to people in need. Barry Jacobson noted that the recent Library column published on SanJuanIslander.com about the U.S. flag at the Library was very well done.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. The Summer Reading Program newsletter was distributed to the Board. Laurie also noted that the Lego building table at the front of the Library had been very popular with patrons. This activity was being provided in conjunction with SRP that has a theme this year of *Build a Better World*.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted. Laurie also noted that as a result of the recent double check-in process, the Library had been receiving far fewer calls from patrons about returned items that had been misshelved. Laurie also informed the Board that a staff person had been away from the Library recently in order to assist a family member with a medical emergency.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The June 2017 Profit & Loss statement was noted. A finalized P&L report was emailed to Board members and also distributed at the Board meeting.

OLD BUSINESS**Liz LeRoy/Building Assessment & Feasibility RFP**

Barry Jacobson introduced Liz LeRoy from Alliance Construction Management, a consulting firm that specializes in owner representation for public/private community based projects. Liz has been assisting Laurie with the Library's facility analysis process that was requested by the Board. Liz most recently assisted the Orcas Island Library with its new expansion. Liz gave an overview of her potential services and her recommended process for a facility feasibility study for the Library including the feasibility of other properties.

Laurie and Liz had been working on developing a Request for Proposals (RFP) for a feasibility study but it was Liz's recommendation to transition this to a two-part Request for Qualifications (RFQ) process. Liz noted she could be of particular assistance on clarifying what information the Board was seeking in order to bring the cost of a feasibility study into the proposed estimated budget of \$20,000. Liz explained to the Board that she would be offering her services, such as developing RFPs, RFQs, and preliminary budgeting, to the Library at no cost until an actual project had been identified.

The Board agreed that Liz and Laurie would work together on the RFQ process as described. The agreed timeline was to have a draft RFQ for review at the August Board meeting. The finalized RFQ would then be published in September and a selection decision reached by the end of October. The Board also discussed a potential timeline for developing an RFQ selection committee that would be composed of the Library Director, a Board member, a staff member, and a community member. Liz also agreed to attend the August 8th Board meeting.

NEW BUSINESS**Late Opening**

Laurie proposed to have a late opening for the Library on August 21st, the day of the upcoming solar eclipse. The Library would be open to the public from 1:00 to 6:00 pm on Monday, August 21st in order to give staff the opportunity from 9:00 am to 12:00 pm

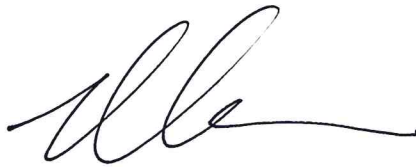
to witness this once-in-a-lifetime-event. The Library will be participating with the San Juan Island National Historical Park and other organizations with an Eclipse Viewing Party planned to be held at South Beach. There will also be a related program for the public at the Library on August 9th and free eclipse viewing glasses would be available.

MSC Katie Loring moved and Fred Henley seconded to approve that the San Juan Island Library would open at 1:00 pm August 21, 2017 with appropriate staff reporting to the Library at noon. MSC.

ADJOURNMENT

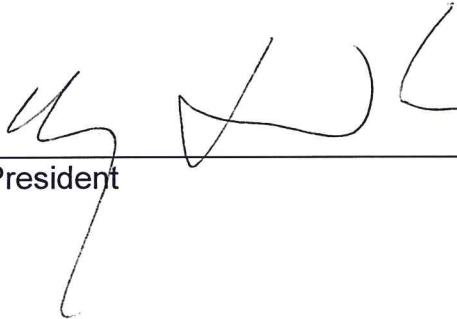
MSC Fred Henley moved and Lynn Weber/Roochvarg seconded to adjourn at 4:22 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President