

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 13, 2017

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Stan Mayhew

Call to Order: President Barry Jacobson called the meeting to order at 3:03 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 May 9, 2017 regular meeting

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the minutes of the May 9, 2017 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the July 5, 2017 meeting at 4:00 pm in the Library meeting room.

FOL President Stan Mayhew reported on FOL activities:

- June, July, August – one day of each month FOL has planned to have a booth at the Farmers Market at Brickworks. Their first booth in June was deemed successful as FOL took in about \$240. Items available for sale included book jewelry and bookmarks, and used book.
- July 4th – FOL was planning to host this year's Cake Walk at the annual Pig War event held at the SJI Historical Museum. FOL members may also join Library staff in marching in the parade.
- August 5th – date for FOL's annual book sale planned to be held at the Library. FOL was looking for used book donations.
- June 28th – travel to Orcas Island Library to meet with FOL compatriots and tour the new addition to their library.
- Working to locate an FOL sponsored used book kiosk at the airport terminal similar to the one currently located at the ferry terminal.
- Laurie attended the June FOL meeting and gave an update to them on her plan to help FOL balance its annual budget.

Approval of Bills:

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 05/16/2017 with warrant numbers 185092-185116** in the amount of \$13,225.77. Carried.

MSC Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 05-24-2017** in the amount of \$9,001.40. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 05-29-2017 with warrant numbers 185484 - 185490** in the amount of \$10,896.21. Carried.

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 06-13-2017 with warrant numbers 186147-186177** in the amount of \$17,877.07. Carried.

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to affirm the **May 2017 Payroll** dated 05-24-2017 in the amount of \$56,735.88. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Laurie verified with the Board that they were satisfied with the final settlement of the Estate of Dodie Gann.
- Board members were invited to join in marching in the 4th of July parade with Library staff and volunteers.
- Laurie was continuing to work on the final details of the project with Esary Roofing.
- It was announced that one of the newer substitutes, Patricia Griffith, would be leaving the Library and the Island.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additional information included:

- Summer Reading Program for adults was planned to start soon with a simple reading bingo game.
- Leslie recently started working on updating the reference collection. There would still be a permanent reference collection but more reference items would be available for circulation.
- Several Local Interest collection items were sent off recently to the Trappist Abbey Book Bindery in Oregon. Several items were also donated to the SJI Historical Museum.
- Leslie recently completed the Leadership San Juan Island program.
- Tech information programs with Rock Island were ongoing at the Library. Rock Island had expressed interest in continuing these programs though it was noted that attendance had been relatively low for some of the topics.
- Leslie had sent out a press release to all local media regarding the changes to logging onto the Library's public computers. The release was published by the media outlets, however, the Island Guardian had editorialized parts of the press

release. After discussion with Leslie, some of this was corrected by Island Guardian but other information was left changed.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie noted that youth bookmark winners were to be announced soon. Youth Services staff had been very busy getting reading for this year's Summer Reading Program with the theme of Build a Better World.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted. Laurie explained that as a temporary measure, double check-in was still taking place to identify and correct various circulation errors. It was anticipated that this would continue through June to help pinpoint the problem areas.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie also reported that one wireless keyboard and mouse were stolen from the Teen Area. Lynn Weber/Roochvarg remarked that the new physical configuration of the public computers area looked very nice. Leslie noted that the change over to the public/youth computer designations had been fairly painless.

Financial Report (Carrie Lacher)

The May 2017 Profit & Loss statement provided in the Board packet was noted.

PUBLIC HEARING

2017 Budget Amendments

Barry Jacobson opened the Public Hearing at 3:35 pm.

Laurie reviewed:

- Amended budget for the annual FOL contribution in order to reduce their budget shortfall.
- Proposed amended 2017 Operating Budget Attachment B for the SJI Library including the FOL contribution amendments.
- Proposed amended 2017 Dedicated Fund and General Reserve Fund Budgets.

No public comment was received regarding the proposed amended budgets. The public hearing was closed at 3:47 pm.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution 1-2017 Amending the 2017 Budget per the Attachment B. Carried.

NEW BUSINESS

SAO 2016 Annual Report

Carrie reported to the Board that the 2016 Annual Report had been submitted to the State Auditor's Office at the end of May. A copy of the Annual Report had been provided in the Board packet. The Board reviewed and approved.

OLD BUSINESS

Building Assessment RFP Update

Mark Madsen reported that he recently met with Mike Thomas, San Juan County Manager, regarding an update about the potential disposition and timeline of the public

works property adjacent to the Library and expressed the Library's continuing interest in this parcel. Mark suggested that the Board consider having another facility work session in the fall following the building assessment update results.

Laurie shared a draft Request for Proposals (RFP) for a building assessment review. Laurie also sent the draft to Liz LeRoy for review. Laurie explained that Liz is a building consultant who recently assisted the Orcas Island Library with their building addition and was offering her services to the SJI Library on a free-of-charge basis during the pre-development stage. Suggested changes from Liz to the RFP included:

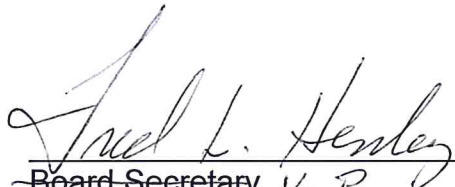
- Include specific questions in the scope of the RFP.
- Suggested doing a two-step process of Request for Qualifications (RFQ) followed by a RFP.
- Suggested calling this a Feasibility Study and Existing Building Assessment.
- Clarify areas and focus of the assessment.
- Give specifics on what the Board needs.

Laurie planned to continue to work with Liz to update and modify the RFP. The Board suggested that Liz could be invited to attend a future Board meeting. It was also suggested that an updated inventory of available properties in Town could be helpful.

ADJOURNMENT

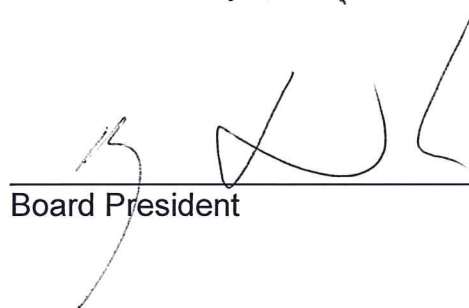
MSC Katie Loring moved and Lynn Weber/Roochvarg seconded to adjourn at 4:13 pm. Carried.

Respectfully submitted:



Board Secretary V. P.

Approved:



Board President