

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

Meeting Room, San Juan Island Library

September 12, 2017

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

**Members Absent:** Barry Jacobson

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

**FOL Present:** Stan Mayhew

**Call to Order:** In the absence of President Barry Jacobson, Vice President Fred Henley was Acting President. Fred called the meeting to order at 3:00 p.m.

**Public Access:** none

### **Agenda Approval:**

**MSC** Mark Madsen moved and Katie Loring seconded to approve the agenda as submitted. Carried.

### **Approval of Board Minutes of August 8, 2017 regular meeting**

**MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to approve the minutes of the August 8, 2017 regular meeting as submitted. Carried.

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

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

FOL President Stan Mayhew reported on FOL activities:

- Stan was selected by the FOL Board as the FOL representative to the Library Facilities Assessment Committee.
- FOL Membership drive planned to start October 1<sup>st</sup> with display in the Library's entry way and then with a membership information table inside the Library.
- Sunday, October 15<sup>th</sup> – Kick off of FOL week with a Book Swap – mystery genre for adults and age-appropriate comics/graphic novels for kids (details were still being planned).
- Wednesday, October 18<sup>th</sup> – Leslie will be making a presentation about collecting and preserving rare books.
- Over \$3000 was collected in August for book sales receipts (included the Annual Book Sale).
- FOL presented Louise Lelevich with a trophy as a tribute for her hard work in shifting and moving lots of used books!
- During FOL week, FOL was also planning to do something special for Library staff to acknowledge their hard work.

### **Approval of Bills:**

- MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 08-15-2017 with warrant numbers 188753-188775** in the amount of \$15,582.07. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 08-21-2017** in the amount of \$9,001.34. Carried.
- MSC** Mark Madsen moved and Katie Loring seconded to approve payment of **Bills Due Period Ending 08-28-2017 with warrant numbers 189379-189391** in the amount of \$23,491.77. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 09-12-2017 pending director review** in the amount of \$16,767.30. Carried.
- MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to affirm the **August 2017 Payroll** dated August 25, 2017 in the amount of \$57,549.75. Carried.

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

Laurie's written report was noted. Additionally:

- Laurie reported that the contract with Island Towing had been signed. Green Man Landscaping was expected to install the new "authorized parking" signs around the building and parking lot during the next week.
- Laurie, Leslie, Sue, and Beth had just gotten back from ARSL and Laurie would have more information to present at the next Board meeting.
- Laurie reported that she has begun work on the draft 2018 budget.

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

Leslie's written report was noted. Leslie also reported that she had been awarded her ham radio license but the Library's involvement with the local ham radio organization was still being discussed. Mike Hamlette had started his training as the newest substitute staff.

### **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)**

A finalized Profit & Loss Report for August 2017 was emailed to Board members and distributed at the Board meeting.

**OLD BUSINESS**

**Building Assessment & Feasibility RFQ Update**

Laurie reported that she had received a letter from Liz LeRoy apologizing for being late to the conference call at the last Board meeting. Laurie further reported that the Request for Qualifications was complete although due to some glitches in converting to a PDF document, the version on the website was still in need of some corrections.

Laurie noted that Liz had reported to her that several architectural firms had expressed interest in attending the walk-through of the building and the property scheduled for Thursday, September 14<sup>th</sup> with Liz:

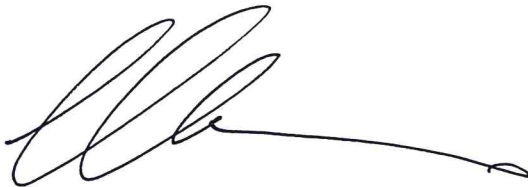
- Johnson Southerland Architecture, Seattle (for sure)
- HKP Architects, Mount Vernon/Seattle (for sure)
- Weinstein A+U Architects & Urban Planners, Seattle (possible)
- Buffalo Design, Seattle (possible)

It was noted that Buffalo Design was involved with the last remodel of the Library in 2004/2005. Liz planned to reach out to additional architects about attending the walk through.

**ADJOURNMENT**

**MSC** Lynn Weber/Roochvarg moved and Katie Loring seconded to adjourn at 3:25 pm. Carried.

Respectfully submitted:



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Board Secretary

Approved:



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Board Vice President (Acting President)