

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 14, 2016

Members Present: Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg

Members Absent: Glenna Hall, Fred Henley

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Louise Lelevich

Call to Order: President Mark Madsen called the meeting to order at 3 p.m.

Public Access: none

Agenda Approval:

Laurie asked for two amendments to the agenda:

- Add at the beginning of New Business a discussion about HVAC.
- Add at the end of the agenda an Executive Session to evaluate the qualifications of an applicant for public employment, RCW 42.30.100 (g).

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

Approval of Board Minutes of May 10, 2016 regular meeting

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the minutes of the May 10, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the July 6th meeting at 3:00 pm in the Library meeting room.

Louise Lelevich updated the Board on FOL activities:

- Mother's Day gift basket raffle resulted in \$565.
- \$405 was raised in May from the Treasure Cove including proceeds from the sale of used books from the ferry landing shelf.
- Funds from the disbursement of the Hepp estate had been received. The FOL Board would be meeting to discuss allocation.
- FOL funded new bird watching kits for the Library.
- To date, FOL had 279 members and had raised \$13,185 towards its \$15,000 membership goal for 2016.
- FOL was also planning a Board retreat. The Director and one Library Trustee were welcome to attend. Laurie noted that she planned to attend.

Approval of Bills:

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 05-24-2016** in the amount of \$7,270.49. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 05-31-2016 with warrant numbers 170639-170669** in the amount of \$10,062.59. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment for **Bills Due Period Ending 06-13-2016 with warrant numbers 171179-171209** in the amount of \$56,299.29. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to affirm the **May 2016 Payroll** dated 05-27-2016 in the amount of \$51,138.77. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie further noted:

- The roofing project letter was planned to go out soon with the expectation that the project would be completed by end of October. The Board suggested the Library also ask for recommendations for different *types* of roofing materials and not limit the selection to composite roofing material.
- The lawsuit regarding the Jan Osborn estate was concluded and judgement was passed in favor of claimant.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also noted that Boyd Pratt's presentation in May on the history of homesteading on San Juan Island drew 92 people. Programming numbers for adult services continued to trend upwards. Leslie also displayed one of the four Birdwatching Kits she developed with funding from the Friends of the Library. Each backpack will include items such as binoculars and a bird identification book. This circulating special collection was expected to launch in July. The Summer Reading Program for kids and adults was planned to kick off soon. The grand prize for the adult SRP included a basket o' books donated by Griffin Bay Bookstore.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

Carrie reported that the County Auditor had issued a corrected Beginning Cash letter and this amount had been included on the May P&L. However, suggested 2016 budget amendments had not yet been developed by Library staff. In addition, it was noted that the beginning cash reported on the P&L for the month of May included amounts for the Library's petty cash funds, per a request from the County Auditor's Office.

OLD BUSINESS

Letter to Friends Approval

The final draft of the letter to FOL developed by Glenna Hall regarding FOL's compliance with their bylaws was reviewed and briefly discussed.

MSC Mark Madsen moved and Barry Jacobson seconded to approve the final draft of the letter to FOL regarding bylaws compliance. Carried.

Circulation Positions

Laurie reported that she has decided to keep the organizational structure she created at the first of the year keeping the position of a Circulation Manager with the following changes:

- Manager would work 40 hours per week (up from 30 hours)
- One Circulation Assistant would go up to 15 hours per week (from 12 hours)
- Eliminate one circulation assistant position.

It was also noted that this would only be an internal posting because Laurie felt there were already staff who would qualify if they were interested. Laurie had reviewed Washington State law regarding posting of open positions and also Library policy.

NEW BUSINESS

HVAC

Carrie provided a verbal report about the recent failure of the main HVAC system. It was noted that this system consisted of two heat pumps on the roof and one air handler in the ceiling. On Tuesday, June 8th, Carrie had reported to West Mechanical that the system did not seem to be working as they provide service on the HVAC system. After several attempts at repair by West Mechanical, it was determined that one of the heat pump units on the roof had suffered a catastrophic failure. Photos of the damaged and inoperable unit were provided to the Board. West Mechanical further reported to Carrie that this unit was not replaceable due to changes in technology and was no longer under warranty. Carrie asked for the Board to declare an emergency for the purpose of the safety of the building and the health and safety of the patrons.

After Board discussion, it was agreed that the failure of the HVAC system constituted an emergency and that staff needed to move forward quickly to get the system up and running as soon as possible, particularly before any prolonged hot weather events. The Board also asked that special consideration be given to tracking down any potential electrical issues.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to declare an infrastructure emergency due to the HVAC failure and authorized Director Laurie Orton and designated staff to move forward with a solution utilizing the services of West Mechanical, Inc. Carried.

Carrie also reported on the status of air and temperature quality in the upstairs staff area now being occupied and utilized by more staff and volunteers. The Board agreed to authorize staff to obtain an estimate from West Mechanical for an additional mini-ductless heat pump to be installed upstairs. The Board stated this was a continuation of the ductless heat pump project in staff areas that had been previously approved.

Proposed Closure for Carpeting

Laurie reported that carpeting had been selected for the downstairs staff area and San Juan Interiors was working on a final estimate that would include costs for furniture moving. Laurie asked that the Board authorize closing the Library for three days during the upcoming County Fair week in mid-August in order to move furniture, remove old carpet, and install new carpet.

MSC Barry Jacobson moved and Lynn Weber/Rooschvarg seconded to authorize closure of the San Juan Island Library to the public for the purpose of carpet replacement for Wednesday through Friday, August 17th through August 19th. Carried

Unattended Minors and Vulnerable Adults

Laurie distributed a draft policy regarding unattended children and vulnerable adults in the Library that was developed with input from the Youth Services librarian and the Assistant Director. The following changes were suggested:

- remove word "alone" in the first bulleted item
- add "to their safety" in the first paragraph
- define "vulnerable adults" by referencing RCW 74.34.020

MSC Lynn Weber/Rooschvarg moved and Barry Jacobson seconded to approve Policy Section 5.7, Unattended Children and Vulnerable Adults, as amended.

Facilities Workshop #4 Draft Agenda

The Board reviewed the proposed agenda for the next facilities workshop. It was agreed to work through the listed action items at this session with the goal of moving forward with outreach to the community. The workshop session after #4 would focus on public input. Laurie agreed to review the draft agenda and suggested changes with Workshop Facilitator Lynne Hobbs and email the Board a new draft.

Executive Session

At 4:15 pm, Mark Madsen called an Executive Session to evaluate qualifications of an applicant as per RCW 42.30.100 (g). The session was anticipated to last for 30 minutes. No action was expected to be taken. The Board returned to public session at 4:35 pm.

ADJOURNMENT

MSC Barry Jacobson moved and Lynn Weber/Rooschvarg seconded to adjourn at 4:36 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President Vice-President