

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 8, 2016

Members Present: Barry Jacobson, Glenna Hall, Fred Henley, Mark Madsen (via computer), Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher, Library Attorney Paul Elsner (by phone)

FOL Present: Margaret Barker

Call to Order: Vice President Barry Jacobson called the meeting to order at 3 p.m.

Public Access: Kitty Osborn Smith, West Covina, California.

Kitty (Kathleen) Smith explained that she is the sister of Jan Osborn and spoke to the Board on behalf of her creditor's claim against the Estate of Jan Osborn. Laurie also noted that she had provided documentation via email to the Board regarding this issue. Kitty gave some historical information about Jan and her Estate and spoke to the documentation regarding her creditor's claim. Kitty further noted that she believed the five nonprofits included in Jan's will were named because Jan wanted to give back to the agencies and the people who gave meaning and purpose to her life. The Board thanked Kitty for her appearance and offered their condolences.

Agenda Approval

Barry Jacobson asked for the addition of an Executive Session for the purpose of potential litigation (RCW 42.30.110(1)(i)) under Old Business. It was noted that Library Attorney Paul Elsner would attend by phone.

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

Approval of Board Minutes of February 9, 2016 regular meeting

MSC Fred Henley moved and Glenna Hall seconded to approve the minutes of the February 9, 2016 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next meeting: Glenna Hall agreed to attend the April 6th meeting at 3:00 pm in the Library meeting room.

Margaret Barker reported that FOL had been busy planning its annual meeting scheduled for April 20th at the Library. The meeting has been planned to include an election of all FOL board members. Margaret had appointed a nominating committee to determine the slate for board positions although nominations would also be accepted from the floor at the Annual Meeting. FOL was also hoping to fill an open FOL board position and adjust some board terms. At the last FOL board meeting, a lot of time had been spent on planning for the Annual Meeting and organizing the board positions and terms in preparation for the election process. FOL was planning on mailing notification

postcards to all members informing them of the Annual Meeting and election. All current FOL members attending the Annual Meeting would be allowed to vote. Each FOL director will be voted on separately.

The Annual Meeting will be held in conjunction with a Library Program, a Mystery Night being coordinated with Assistant Director Leslie Baker. Leslie reported that Jeanne Matthews, author of The Dinah Pelerin Mysteries, was scheduled to attend and speak.

Margaret also reported that FOL has been successfully selling books online. The FOL board retreat had been postponed until sometime after the Annual Meeting.

Approval of Bills:

- MSC** Lynn Weber/Roochvarg moved and Glenna Hall seconded to approve payment of **Bills Due Period Ending 02-17-2016 with warrant numbers 166861-166867** in the amount of \$2,696.56. Carried.
- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 02-22-2016** in the amount of \$7,303.30. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 03-02-2016 with warrant numbers 166935 & 166936 for the community newsletter** in the amount of \$2,345.79. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment for **Bills Due Period Ending 03-02-2016 with warrant numbers 167023-167041** in the amount of \$12,349.61. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 03-08-2016** in the amount of \$7,509.14 pending Director review and approval. Carried.
- MSC** Lynn Weber/Roochvarg and Glenna Hall seconded to affirm the **February 2016 Payroll** dated 02-22-2016 in the amount of \$52,157.23. Carried.

Reports

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also noted that the spring newsletter to the community had been completed and sent off to the printers. The FOL page had been refreshed by Friends members. The newsletter was expected to arrive in Island mailboxes by the very end of March before the postage increase on April 1st.

Assistant Director/Adult Services Manager Report (Leslie Baker)

The Board welcomed Leslie and extended their appreciation for Leslie's first written report. Leslie also noted the following items on which she was working:

- In discussion with Griffin Bay Bookstore about more author launches being held at the Library. Three to four had already been scheduled and Leslie hoped to make this an ongoing program.
- Also in discussion with the Community Theater about possibly hosting a scene from current plays in the Library before the related opening night.

- A visit by The Bug Chef – an exciting program coming up in June. Leslie noted that The Bug Chef is quite well known in his field and has been on TV and featured in *National Geographic*. His book has already been added to the Library's collection thanks to a signed donation from the author.
- Has spoken with Fiona Norris from The Nature Institute regarding a continuation of The Wild Side Series that has proven to be very popular with patrons.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Also distributed at the meeting was a recent article about the Books for Kids program at the local hospital. Melina has been instrumental in helping to coordinate this bookshelf providing kids visiting the hospital and medical center with books to read and keep.

Technology Specialist Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

A final February 2016 Profit & Loss statement was provided to the Board members at the meeting. Carrie also updated the Board on the following issues:

- The current State Supplemental Budget does not provide funding for the Municipal Research and Services Center. The Library utilizes this service for research and also for the small works roster.
- The proposed 2016 Supplemental Budget also may impact the budget for the State Auditor's Office although at this point in time this is not expected to affect the Library having an accountability audit later this year.
- It was reported in a couple of down-Sound newspapers that the Health Care Authority that manages PEBB has been experiencing a budget deficit over the past several years. It is not known at this time if this will affect PEBB funding and future insurance benefits. PEBB will keep members informed.
- New this year and in accordance with the Governmental Accounting & Standards Board Statement No. 68 regarding Accounting & Financial Reporting for Pensions (GASB 68), the State Auditor's Office has requested all governmental entities in the State, including the Library, to report a prorated share of the Pension Liability on Schedule 09 of the Annual Report to the State.

Fred Henley noted that the ending balances included in the final Profit & Loss reports for 2015 were very healthy and thanked the Director for her hard work.

OLD BUSINESS

Basement Update

Carrie reported that the stormwater work recommended by Boundary Water at the back of the parking lot had been completed although the bill had not yet been received. No additional water incursion in the basement area had been noted since the last repair by Peter Schmidt Construction despite the heavy rainfall. Carrie noted that leaks in the roof also seem to have stopped. The Board agreed to direct staff to continue the process for a roof replacement project during 2016 as the roof would likely start leaking again after the dry summer season.

Executive Session: RCW 42.30.110(1)(i) – Potential Litigation

At 4:20 pm, Barry Jacobson called an Executive Session for the purpose of discussion of potential litigation for a period of 40 minutes. Library Attorney Paul Elsner attended the session by phone. At 5:00 pm, the Executive Session was extended for an additional 20 minutes. The Board came out of Executive Session at 5:15 pm and returned to the public meeting.

Discussion of Estate of Jan Osborn

The Board noted that Lynn Weber/Rooschvarg was not present for the related discussion and motions as she had left the Board meeting at 5:00 pm due to personal business.

MSC Glenna Hall moved and Fred Henley seconded to affirm the action Director Laurie Orton was directed to take requesting Library Attorney Paul Elsner to preserve the objection to the creditor's claim against the Estate of Jan Osborn by presenting it formally in Court. Carried.

MSC Glenna Hall moved and Fred Henley seconded to authorize Library Attorney Paul Elsner to go forward with the objection to the creditor's claim against the Estate of Jan Osborn and reply to the response filed by Kathleen Smith and represent the Library District at the April 1st hearing. Carried.


It was noted and the Board agreed it was comfortable relying on the objective opinion and determination of the judge. The Library Board further noted it would be happy to abide by the decision of the probate court.

MSC Mark Madsen moved and Barry Jacobson seconded to authorize Director Laurie Orton to sign the form forgoing \$8,320.00 for gifts and bequests to named individuals and heirs of the Estate of Jan Osborn. Carried with 3 ayes; Glenna Hall abstained.

ADJOURNMENT

MSC Fred Henley moved and Mark Madsen seconded to adjourn at 5:29 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President