

**SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**  
Meeting Room, San Juan Island Library  
May 10, 2016

**Members Present:** Glenna Hall, Fred Henley, Mark Madsen, Lynn Weber/Roochvarg

**Members Absent:** Barry Jacobson

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

**FOL Present:** Judy Bentzen

**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 "Old Business" with an item concerning the Jan Osborn bequest.
- Add under New Business a review of a quotation for electrical work.

**MSC** Glenna Hall moved and Fred Henley seconded to approve the agenda as amended. Carried.

**Approval of Board Minutes of April 12, 2016 regular meeting**

**MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve the minutes of the April 12, 2016 regular meeting as submitted. Carried.

**Friends of the Library (FOL)**

Delegate to next FOL meeting: Glenna Hall agreed to attend the June 1<sup>st</sup> meeting at 3:00 pm in the Library meeting room. Mark Madsen was unable to attend the May 4<sup>th</sup> meeting due to a family emergency so Lynn Weber/Roochvarg attended in his place.

Judy Bentzen updated the Board on FOL events:

- Mother's Day gift basket raffle resulted in \$545.
- The 2015 tax return for FOL had been completed and filed.

Laurie noted in her Director's Report:

- Jamie Rice was the newest FOL Board member bringing total number to eight.
- The bequest from the Dorothy Hepp estate was more generous than anticipated.

**Approval of Bills:**

**MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 04-15-2016 with warrant numbers 168811-168821** in the amount of \$6,729.32. Carried.

- MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve payment for **First Quarter Use Tax dated 4-18-2016** in the amount of \$964.01. Carried.
- MSC** Glenna Hall moved and Fred Henley seconded to approve payment for **Bills Due Period Ending 04-18-2016 with warrant numbers 169114 & 169115** in the amount of \$5548.02. Carried.
- MSC** Glenna Hall moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 04-25-2016** in the amount of \$7,282.42. Carried.
- MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 05-03-2016** in the amount of \$13,928.95. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to approve payment for **Bills Due Period Ending 05-09-2016** in the amount of \$10,647.70. Carried.
- MSC** Fred Henley moved and Glenna Hall seconded to affirm the **April 2016 Payroll** dated 04-25-2016 in the amount of \$52,762.16. Carried.

## **OLD BUSINESS**

### **Jan Osborn Bequest**

The Board acknowledged receipt of a new letter from Kitty Smith. After discussion, the Board agreed that the situation remained unchanged and to proceed as had been decided earlier to abide by the Court's decision. Glenna Hall noted she may pursue video access to the hearing.

## **NEW BUSINESS**

### **Electrical Project Quote**

Laurie distributed and reviewed the estimate submitted by Guard Electric, the sole respondent to the Library's letter to various electricians asking for estimates. Projects included:

- wiring for ductless heat pumps
- ceiling speaker wiring
- spotlight and dimmer in fireplace area for guest speakers
- Ethernet in teen area
- add additional recessed ceiling light in front of fireplace
- outside outlet and outlet in Treasure Cove
- electrical outlets on either side of fireplace
- new switches for ceiling lights in fireplace area

- MSC** Fred Henley moved and Glenna Hall seconded to authorize Director Laurie Orton to sign the estimates from Guard Electric with the total cost not to exceed \$25,000 plus applicable sales tax. Carried.

### **Annual Report**

Carrie reviewed the 2015 Annual Report for the State Auditor's Office. The Board agreed to authorize the submission by Carrie.

### **Appointing Auditing Officers Resolution**

Carrie reviewed the recent email from County Auditor Milene Henley outlining changes in accounting procedures for all junior taxing districts. The Board discussed potential impacts to accounting processes for the Library. Delays with accounts payable continue to be experienced and hopefully will subside with the implementation of the County's accounts payable calendar. Auditor Henley also requested that an Auditing Officer be appointed by the Library to review and certify accounts payable requests before they are submitted to their office. While this certification has already been a part of the Library's accounts payable approval process, Laurie and Carrie have been working on internal procedures to fulfil the requirement of auditing occurring before submission to the County Auditor's Office.

**MSC** Fred Henley moved and Lynn Weber/Roochvarg seconded to approve Resolution 1-2016 appointing Director Laurie Orton to the duties of auditing officer with Assistant Director Leslie Baker appointed to fulfill those duties in her absence. Carried.

### **Circulation Positions**

Laurie reviewed and explained some possible changes to address the openings in the Circulation Manager and Circulation Assistant positions with the goal of having circulation staff at the front desk every hour the Library is open. Suggested changes included having a full-time Circulation Associate rather than a Circulation Manager. Laurie distributed a page of estimated cost comparisons for various staffing scenarios and projected costs. The Board discussed and offered their advice on the potential impacts of making such changes and also filling the open positions in different ways. The Board authorized Laurie to move forward with any plan that she felt was most effective while remaining within budget.

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

Laurie's written report was noted.

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

Leslie's written report was noted. Leslie also noted May was National Historic Preservation Month with related events at the Library including one by board member Lynn Weber/Roochvarg. Leslie and Laurie also attended the recent Washington Library Association annual conference in Spokane.

### **Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

### **IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

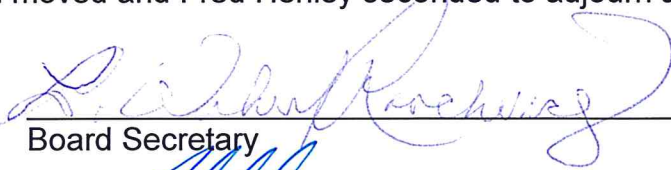
### **Financial Report (Carrie Lacher)**

A draft April 2016 Profit & Loss statement was provided to the Board members at the meeting.

**ADJOURNMENT**

**MSC** Glenna Hall moved and Fred Henley seconded to adjourn at 4:12 pm.  
Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President