

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

Meeting Room, San Juan Island Library

January 9, 2018

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

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

**FOL Present:** Margaret Barker

**Call to Order:** President Fred Henley called the meeting to order at 3:00 p.m.

**Guests Present:** none

**Public Access:** none

### **Agenda Approval:**

**MSC** Mark Madsen moved and Barry Jacobson seconded to approve the agenda as submitted. Carried.

### **Approval of Board Minutes of December 12, 2017 regular meeting**

**MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the minutes of the December 12, 2017 regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Lynn Weber/Roochvarg agreed to attend the February 7, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Board Member Margaret Barker reported:

- Recent Holiday Book Sale and fundraiser did very well
- Membership drive going well; reminders to be mailed out in February
- FOL "in the black" financially – first time in several years
- Several end-of-year donations from benefactors were received
- Annual Meeting being planned for end of April
- Membership Committee being assembled to help find candidates to fill two FOL Board seats
- Margaret and Louise Lelevich have both re-upped for another three-year term as FOL Board members
- Board members have been working on strategizing upcoming events for 2018
- Very active and enthusiastic group
- New folding screen being used in the Library to close off Treasure Cove when it is not being staffed
- FOL currently in need of donations of paperback books

### Approval of Bills:

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 12-19-2017 with warrant numbers 193986-193993** in the amount of \$2,242.75. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 12-22-2017** in the amount of \$9,001.34. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 12-27-2017 with warrant numbers 194246 -194249** in the amount of \$1,866.78. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 01-02-2018 for FY 2017 with warrant numbers 194386 -194399** in the amount of \$18,220.41. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **4<sup>th</sup> Quarter Use Tax for FY 2017 with warrant number 19010918** in the amount of \$927.10. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 01-08-2018 for FY 2017 with warrant numbers 194627-194640** in the amount of \$7,924.40. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **December 2017 Payroll** dated December 22, 2017 in the amount of \$57,629.00. Carried.

### Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Donation for building maintenance in amount of \$75 was made by a 101 year old man who made a special trip into town with his caregiver.
- Cement pad outside front door has been completed and will be ready for new memorial bench; also likely will be where the new accessibility doorbell will be mounted.
- Have decided to install a strawberry tree in empty landscaping bed; recommendation suggested by landscaper to match other shrubbery along the front of the Library.
- Recent mention on local social media about certain activities at the Library that Laurie planned to follow.
- Assessor's Office contacted Laurie to increase the refund levy revenue to \$5531.93 for 2018 budget.
- Laurie noted that she has been getting some positive feedback on the feasibility study article in the recent newsletter. For example, Katie Loring had received an email suggesting the KeyBank building could be considered as a future location for the Library; Laurie sent this suggestion on to the building consultant, Liz LeRoy.
- State's mandated Minimum Wage and Paid Sick Leave Law became effective January 1, 2018 setting minimum wage for the next three years and making all workers (including substitutes, temporary, and seasonal workers) eligible for



paid sick leave. This change will have impacts to the budget and Library policy. Laurie will keep the Board updated.

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

Leslie's written report was noted. Additionally:

- Leslie gave a brief sneak peak of 2018 programs: various author talks, talks on craft beer, Sasquatch, nuns, ancestors, cheese, woodpeckers, Poet Laureate, and a reading challenge, just to name a few.
- The reading challenge will be tied to 35<sup>th</sup> anniversary of the Library occupying this building. The challenge will be done in partnership with Griffin Bay Bookstore. The main challenge will be to read 35 books over the course of the year with a party at the end of year with an Island Reader of the Year being crowned.
- The community newsletter has been embedded on the front page of the Library website in a magazine format.
- Leslie discussed with the Board different options for utilizing the "View from the Library" column that currently appears periodically on San Juan Islander.com.

#### **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)**

Closure of FY2017 was still in process therefore the 2017 P&L was not yet ready.

#### **EXECUTIVE SESSION**

**RCW 42.30.110(1)(g) – To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee**

- Board of Trustee Open Position
- Director's Annual Performance Review

Fred Henley called the Executive Session to begin at 4:00 pm and was expected to last 30 minutes. The Board returned to public session at 4:30 pm. No action was taken.

**ADJOURNMENT**

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn at 4:31 pm. Carried.

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President