

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Meeting Room, San Juan Island Library
February 13, 2018

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

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Louise Lelevich

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

Visitors Present: Sharon Kivisto, SanJuanIslander.com

Public Access: none

Agenda Approval:

Laurie added an item of discussion of creating a new fund with San Juan Island Community Foundation at end of New Business.

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

Approval of Board Minutes of January 9, 2018 regular meeting

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve the minutes of the January 9, 2018 regular meeting as submitted. Carried.

Approval of Board Minutes of February 1, 2018 special meeting

MSC Mark Madsen moved and Barry Jacobson seconded to approve the minutes of the February 1, 2018 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the March 7, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Louise Lelevich reported:

- Louise had been selected as the FOL representative to the future Library facility assessment publicity committee
- FOL continues to operate in the black financially
- FOL has received great donations of items that could be sold online
- Have identified a possible candidate to fill one of two empty board positions
- Laurie noted that Treasure Cove was doing well; took in over \$1,100 in December
- FOL Annual Meeting was being planned for April 25th

Approval of Bills:

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 01/16/2018 with warrant numbers 195199-195215** in the amount of \$14,919.31. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 01-23-2018** in the amount of \$9,742.44. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 01-29-2018 with warrant numbers 195628 - 195643** in the amount of \$5,513.47. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 02-09-2018 with warrant numbers 195988-196014** in the amount of \$18,186.10. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to affirm the **January 2018 Payroll** dated January 22, 2018 in the amount of \$58,574.29. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Welcomed Karen Vedder as the newest Board Member; appointment was approved by San Juan County Council at its February 13th meeting.
- Working on new sick leave policy for Library's policy manual due to implementation of the new State paid sick leave law. Laurie expected the recommended policy update would be presented to the Board for review and approval at March meeting. Notification to employees would take place by March 1st.
- Update regarding broken skylight in entry way: Laurie was working with Esary on replacement and had alerted Enduris regarding insurance issues.
- Board agreed that it was helpful for the Library to have Narcan (opioid overdose antidote) available for emergencies in the Library (as noted in Laurie's report).

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additionally Laurie reported:

- Recently the Library has been reaching the building's posted occupancy limit for adult programs on a regular basis. For example, the recent Intelligence of Trees program drew over 129 people.
- Laurie shared a handout about the Library's year-long reading challenge, Reading Revels, to celebrate 35 years in the building. Library users have been challenged to read a minimum of 35 books over the year; there will be lots of monthly prizes, and awards will be presented at the concluding ceremony.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted the exciting upcoming partnership with the National Park Service – working on a 5 year agreement to partner on programs. It was anticipated that this partnership would help to reach underserved populations. The plan was that the Park Service would provide the funding, the Library would provide

the programming. One project idea would be to publish a book with contributions from children grades 1 through 12.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted. It was agreed that Sue could reduce the frequency of her reports to the Board.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie and Carrie reported that the new staff laptop has been helpful. It was also noted that drop-in Tech Tuesdays were still very popular and helpful for patrons. Laurie also mentioned that solutions for the over-crowded staff area were still being discussed.

Financial Report (Carrie Lacher)

Profit & Loss reports for FY2017 and January 2018 were noted. Laurie noted that the 2017 cost of the community newsletter had been carried over to 2018. Also noted that the in-building visits to the Library increased in January 2018 over January 2017.

SHKS Architects Draft Report

Draft formatting of the Building Condition Assessment & Feasibility Study report was provided to the Board with the caveat that this was not yet a draft of the content. Lynn and Laurie had reviewed the draft and provided feedback to SHKS. Additional feedback from the Board included:

- Take out information regarding specific alternative sites; information on those can be presented later to the Board in executive session.
- Laurie distributed a draft process for meeting and public engagement activities with proposed dates. The Board discussed several aspects of the proposed methods/timing of engagement with the public regarding the building assessment report. It was agreed the focus of the report and the meetings should be on the building itself and not on future programming and other issues. Other topics discussed included:
 - Dates/time of public meetings. Board agreed it would be helpful to provide a weekend alternative. Suggested: Sunday, 3-5 pm and 7-9 pm. Monday, 1-3 pm. It also was suggested that Board members could help staff these meetings.
 - Content of the meetings.
 - The Grange and Brickworks were suggested as alternative venues if not held at the Library. It was agreed to go back to SHKS for their input on holding these meetings at the Library.
 - Draft invitations to the public titled "Our Library Today & Tomorrow" were discussed. Feedback provided on the wording – should be focused on the physical facility.
 - Media and outreach; topics for display boards that would have question prompts for public engagement.
 - It was agreed that Mark Madsen and Lynn Weber/Roochvarg would work with SHKS following the formal presentation of the final report to address

the specifics of the content of the public meetings and to develop relevant questions for public response.

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

- Director's Annual Performance Review

Fred Henley called the Executive Session to begin at 4:20 pm and it was expected to last 20 minutes. The Board returned to public session at 4:41 pm. No action was taken.

NEW BUSINESS

Director's Annual Performance Review Actions

Goals for Director:

1. Complete all annual staff reviews
2. Explore RFID/Self-checkout options
3. Implement online payments
4. Update assorted policies, including meeting room, records retention, and rules of conduct
5. Move forward on facility evaluation and begin work on the next long range plan.

MSC Mark Madsen moved and Barry Jacobson seconded to accept written evaluation of the SJI Library Director as presented, including goals and objectives for the current year. Carried.

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to authorize a 1% longevity pay increase effective on the Director's anniversary date. Carried.

It was noted by the Board that the Director's vacation benefit was to be increased slightly as per the current employment contract that was amended and approved in 2015. As Laurie has reached her fifth anniversary, Karen and Fred agreed to review the employment contract for any potential changes.

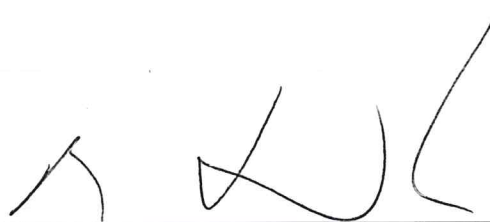
SJI Community Foundation Discussion

Laurie and Lynn recently met to discuss the possibility of establishing a Library fund with the San Juan Island Community Foundation and have this in place before going to the public for facility fundraising. Laurie distributed a proposed Building Review and Project Launch timeline and reviewed this with the Board. The Board decided to pursue the establishment of a new SJICF fund through the Friends of the Library that would be utilized for Library-directed donations. This fund would be in addition to FOL's current fund for FOL purposes. It was agreed that Mark and Karen would work with the President of the FOL Board to explore establishing this new fund. Laurie agreed to coordinate this meeting with FOL.

ADJOURNMENT

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn at 4:55 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President