

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 12, 2018

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

Members Absent: Karen Vedder

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Nancy Sheplor

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

Visitors Present: public and library staff were present for public access

Public Access: taken during *Facilities Future* agenda item

Agenda Approval:

Laurie asked to reorder the *New Business* section so that the facilities discussion was before the *Art Donation* agenda item.

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

Approval of Board Minutes of May 8, 2018 regular meeting

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the minutes of the May 8, 2018 regular meeting as submitted. Carried.

Approval of Board Minutes of May 16, 2018 special work session

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the minutes of the May 16, 2018 special work session as submitted. Carried.

Approval of Board Minutes of May 20-21, 2018 public meetings

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve the minutes of the May 20-21, 2018 public meetings as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Lynn Weber/Roochvarg agreed to attend the July 11, 2018 meeting at 4:00 pm in the Library meeting room (a week later than usual due to July 4th holiday).

FOL Board Secretary Nancy Sheplor reported:

- \$13,400 had been reached to date towards \$15,000 FOL membership goal.
- Treasure Cove continuing to do very well under the direction of Louise Lelevich.

- FOL had started collecting information for their own newsletter slated for fall as a kick off to their 2019 membership campaign.
- New Board member: Lisa Pignatiello, who will bring an experienced financial background.
- Ferry Book Box in the ferry terminal has been very busy.
- FOL PO Box fee had been paid as well as annual taxes.
- FOL will have a booth at the Farmers Market on June 16, July 7, and August 25th at Brickworks.
- FOL will be sponsoring the cakewalk at 4th of July picnic. FOL will be stationed in the St. Francis Parish Hall next door to the Historical Museum.
- August 4th – annual summer book sale; Don Hendrix, new FOL vice president, will be coordinating.
- Mother's Day basket raffle brought in more than \$600.
- \$3000 anonymous donation had been received by FOL for excellent adult services at the Library.

Approval of Bills:

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 05/15/2018 with warrant numbers 200141-200173**, in the amount of \$24,800.41. **Carried.**
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 05/25/2018**, in the amount of \$9,440.37. **Carried.**
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 05/25/2018 with warrant numbers 200643-200651**, in the amount of \$3,281.41. **Carried.**
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 06/04/2018 with warrant numbers 200783 - 200798**, in the amount of \$13,542.38. **Carried.**
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **May 2018 Payroll** dated May 25, 2018, in the amount of \$59,971.54. **Carried.**

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Laurie reported she was in the process of retaining an industrial hygienist to assess odors emanating from the basement to determine if anything needed to be addressed. This anticipated cost was expected to show up in the upcoming budget amendments.
- Update on revamped Library logo: Laurie distributed a packet of various iterations of a new logo. Laurie felt the logo was close to being finalized after a lengthy process. Leslie noted this proposed logo design would work well on the website. Board feedback was generally positive.
- Laurie explained the process of utilizing background checks for library employment applications.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also reported that the Youth Services staff had applied for and been awarded a grant from the San Juan Island Community Foundation in the amount of \$1688 to support the Middle School Book club.

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)

Profit & Loss report for May was noted. Carrie also reported that she was working to resolve a duplicate UBI issue between the Dept. of Revenue and the Dept. of Labor & Industries. Laurie explained that the consultant budget line was expected to be amended based on actual invoices received.

NEW BUSINESS

Facilities Future

Laurie distributed summaries of all public comments received from 134 respondents, including 48 comments received in the Library. Laurie reviewed the compilation of feedback including the ranking of current building problems and potential planning options. Laurie summarized that the majority of people would like a new building or a substantial expansion:

- 75% new library
- 23% expand the existing library
- 2% maintain the existing building
- Public Comment:
 - Heidi Lewis, staff: wanted to note that an optimal location in her opinion would be in the downtown area of Town for various reasons. Suggested the empty property next to Market Place on Market and Nash Streets could be explored.
 - Matt Giroux, public: Important to consider accommodation of significantly more visitors if relocating the Library closer into Town as this could affect the operations and mission of the Library.
 - Carrie Lacher, staff: mentioned other potential properties closer to downtown that could be explored.
- **MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to proceed with a facility process for a significant library building renovation or library relocation based on the public process to date. **MSC**. Following further discussion, Mark Madsen moved to retract his motion and Lynn Weber/Roochvarg seconded the retraction. **MSC**.
- **MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded that the SJI Library Board of Trustees and staff would proceed with a facility planning

process that has the goal of constructing a new library facility, with site selection to be determined. **MSC**

Board agreed to formulate:

- Site evaluation committee: Laurie, Karen, and Fred.
- Financial analysis committee: Laurie, Mark, and Barry agreed to arrange a meeting with Building Owner Consultant Liz LeRoy and identify next steps.
- Laurie reported that an email was received from Lauren Stara who has offered pro-bono services (e.g., plan review) to the Library during the new building process. Lauren is a prior director of SJI Library and is a library-building consultant in Boston.

Art Committee Donation

Laurie spoke in Art Committee Chair Diane Martindale's place, as she could not be present. Sue Hill wanted to donate a small watercolor by local artist Stuby Cameron. The Library Art Committee recommended accepting this donation. Board approved the recommendation. Laurie also noted that a memorial bench for Mark Cunningham was to be installed soon.

Washington State Auditor's Office Annual Report Certification

Board reviewed and approved the submission. A copy of the report had been included in the Board packet. Carrie noted that the submission deadline had been the end of May.

ADJOURNMENT

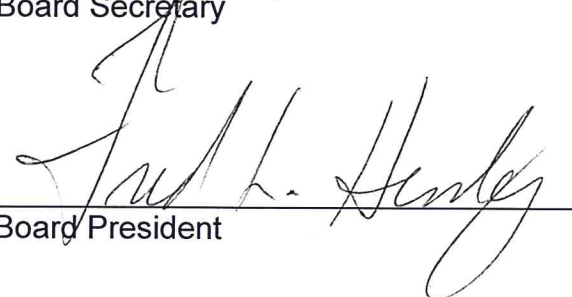
MSC Barry Jacobson moved and Mark Madsen seconded to adjourn at 4:41 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President