

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

Meeting Room, San Juan Island Library

July 10, 2018

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

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

**FOL Present:** Don Hendrix

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

**Visitors Present:** Liz LeRoy

**Public Access:** none

### **Agenda Approval:**

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

### **Approval of Board Minutes of June 12, 2018 regular meeting**

**MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve the minutes of the June 12, 2018 regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Fred Henley agreed to attend the August 1, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Board Vice President Don Hendrix reported:

- New Board member was elected: Lisa Pignatiello.
- Summer Book Fair coming up the first Saturday in August. Don will be coordinating along with Co-Chair Louise Lelevich. FOL received a donation of two bicycles that will be auctioned off at the book sale. Don passed around a sample postcard/flyer. The Library Board agreed to have a display at the event that summarized the facility process to date.
- The Cake Walk at the Pig War was a success. FOL sold 296 tickets and raised \$503. Twenty-four cakes were sold; will plan for 30 cakes next year. Very popular event at the 4<sup>th</sup> of July Pig War celebration.
- Laurie noted that the new issue of *The Voice: For America's Libraries* magazine, the national publication for library Friends and Trustees, ran the application letter from our FOL organization for its recent award.

### **Approval of Bills:**

**MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 06/19/2018 with warrant numbers 201453-201471**, in the amount of \$19,324.28.

- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 06/22/2018**, in the amount of \$9,440.37.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **2<sup>nd</sup> Quarter 2018 Use Tax with EFT19070518**, in the amount of \$602.38.
- MSC** Karen Vedder moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 07/03/2018 with warrant numbers 202017 - 202039**, in the amount of \$30,947.95.
- MSC** Lynn Weber/Roochvarg moved and Karen Vedder seconded to affirm the **June 2018 Payroll** dated June 22, 2018, in the amount of \$60,834.32.

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

Laurie's written report was noted. Additionally:

- Laurie shared an example of the Passport to Washington Libraries postcard that will be available in the Library all summer. Laurie explained this was a program from the Washington State Library to encourage people to visit public libraries throughout Washington State during the summer.
- The donation to FOL received last month in support of Adult Programs was in the amount of \$300 not \$3000.
- Several desktop computers were surplused. When no inquiries were received, the items were donated to United Way.
- One strong objection to a recent adult program on wildfire management was received. Laurie noted that Boyd had provided a thoughtful response to the concerned patron.
- Mark provided additional information about the meeting with the State Auditor who recently visited San Juan County.

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

No report.

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

Melina's written report was noted.

#### **Circulation Manager Report (Sue Vulgares)**

No report.

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

Floyd's written report was noted.

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

A draft Profit & Loss report for June was distributed. Budget amendments were to be presented at the August meeting.

#### **OLD BUSINESS**

##### **Liz LeRoy, Facilities Next Steps**

Liz distributed an updated preliminary Draft Capital Project Schedule for the Board's review and input. Topics discussed included:



- Capital capacity for community fundraising research and analysis,
- Levy lid lift and bond levy timing,
- Property site research,
- Importance of a rendering of a potential building design for the public,
- Building size and parking requirements of a new facility.

The Board agreed that Laurie should proceed with developing and advertising an RFQ for an Owner's Rep. Liz recommended that the RFQ include the draft Capital Project Schedule. Lynn and Fred agreed to participate in the interview process. The Board broadly discussed various sites around town that could be further researched, and discussed aspects of the new building design that would need to be considered and accommodated on a new site. It was agreed to complete the hiring of an Owner's Rep before progressing with in-depth property research and feasibility. However, it was also agreed to pursue discussion with San Juan County concerning certain aspects and conditions of the Public Works site.

## **NEW BUSINESS**

### **Online Payments Policy and Resolution**

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve new policy 2.1.13 Acceptance of Online Debit and Credit Card Payments for inclusion in the San Juan Island Library Operations Policy Manual as presented.

**MSC** Mark Madsen moved and Karen Vedder seconded to approve Resolution #1-2018 to establish a new bank account for accepting online payments as presented.

### **EXECUTIVE SESSION – RCW42.30.110(g) – to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee**

Fred Henley called the session to start at 4:35 pm for a period of 20 minutes. The session ended at 4:58 pm. No action was taken. Regular session was resumed.

**ADJOURNMENT by acclamation at 4:59 pm.**

Respectfully submitted:

  
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Board Secretary

Approved:

  
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Board President