

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

August 14, 2018

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: none

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

Public Access: none

Agenda Approval: It was agreed to add an Executive Session (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee) following the "unpaid internship agreement" topic.

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

Approval of Board Minutes of July 10, 2018 regular meeting

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the minutes of the July 10, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder agreed to attend the September 5, 2018 meeting at 4:00 pm in the Library meeting room.

In the absence of an FOL representative, Laurie reported that the recent Summer Book Fair was very successful:

- Total gross receipts at the event came to \$3500.
- \$250 and \$300 was received for each of the auctioned bikes.
- The past two months revenue at the Treasure Cove has been breaking records with \$1000 taken in during each month.

Approval of Bills:

MSC Barry Jacobson moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 07/17/2018 with warrant numbers 202573-202593**, in the amount of \$12,341.02.

MSC Karen Vedder moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 07/24/2018**, in the amount of \$9,440.37.

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 07-31-2018 with warrant numbers 203281-203295**, in the amount of \$5,930.91.

MSC Karen Vedder moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 08/13/2018 with warrant numbers 203723 - 203751**, in the amount of \$20,117.77.

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to affirm the **July 2018 Payroll** dated July 25, 2018, in the amount of \$61,542.80.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Laurie and Melina recently met with Stan Mayhew and Judy Bentzen from the FOL Board regarding the contract with the National Parks Service to help provide funds to the Library for certain children's programs. Stan and Judy were very receptive to the proposal and they will now bring this to the FOL Board for further review and hopefully approval.
- New chairs in the Main Salon had sliders added to the legs. Laurie was checking to see if the table legs could be stained to better match the new chairs.
- GreenMan made an adjustment to the staff entrance ramp to bury the landscaping hose and eliminate an ongoing trip hazard.
- Laurie shared an email from Library Attorney Paul Elsner indicating that he had retired from his firm. Laurie was to get more information from Paul.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. In addition, Leslie noted:

- Library's turn to host the periodic all-island staff training on Wednesday, September 19. The Board agreed to Leslie's request to close the Library for that day for this in-service training.
- Two substitute staff persons will be leaving the Library's employ: Karmen and Jill.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie confirmed they had a very successful and fun Summer Reading Program.

Circulation Manager Report (Sue Vulgares)

No report.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The July Profit & Loss statement was noted.

PUBLIC HEARING

2018 Budget Amendments Resolution

- Fred Henley opened the public hearing at 3:18 pm.
- Laurie reviewed the 2018 budget amendment resolution with line item details on the Attachment A.
- No public input was received.
- Public Hearing was closed at 3:27 pm.

MSC Mark Madsen moved and Karen Vedder seconded to approve Resolution #2-2018 with Attachment A amending the 2018 Budget. Carried.

NEW BUSINESS

County Bond Ballots

Mark shared his research on recent local capital bond issues back to 2010. Of note:

- Bond levies must pass by at least 60%.
- The turnout in an election that includes the bond levy ballot measure must be at least 40% of the votes cast in the most recent preceding general election.
- Examples of bonds that failed, were modified, and/or resubmitted for vote at later elections were provided to the Board.

Unpaid Internship Agreement

Laurie and Leslie reviewed and explained that this agreement could be used for adults age 18 and older who may need to complete internships to fulfill certain degree requirements. Discussion developed about some aspects of the proposed agreement. Laurie noted she had also consulted with Enduris and MRSC in working with Leslie who developed the agreement. Karen recommended adding an item describing how the Library would benefit from such an agreement.

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 called the Executive Session to begin at 3:50 pm with an expected duration of 10 minutes. No action was taken during the session. Public session resumed at 4:00 pm.

Director’s Contract

MSC Karen Vedder moved and Barry Jacobson seconded to offer to Director Laurie Orton Amendment #2 to existing employment contract as set out in the document provided to the Director. Carried.

Laurie was presented with Amendment #2 to her employment contract. The amendment addressed COLA increases, longevity pay, merit increases at the discretion of the Board, and increase in personal days when certain anniversary milestones and performance reviews had been successfully achieved. Amendment #2 was signed.

ADJOURNMENT

MSC Barry Jacobson moved and Lynn Weber/Roochvarg seconded to adjourn at 4:07 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President



SAN JUAN ISLAND LIBRARY DISTRICT
RESOLUTION #2-2018
Amending the 2018 Budget

WHEREAS, certain beginning cash balances need to be amended, and

WHEREAS, certain estimated revenues need to be amended, and

WHEREAS, certain estimated expenditures need to be amended, and

WHEREAS, certain anticipated ending cash balances need to be amended,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the San Juan Island Library District that certain beginning balances, revenue estimates, expenditure estimates, and ending cash balances in the 2018 Budget are hereby amended per the Attachment A.

DATED, this 14th day of August, 2017.

2017	GENERAL OPERATING	\$1,945,402
2017	GENERAL RESERVE	\$ 880,878
2017	DEDICATED FUND	\$ 80,554

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

ATTESTED BY:

OPERATING FUND

Fund #	Fund Name	barcode		beginning balance	adjustment	ending balance	total adjustment	original total budget	amended budget
6311	SJL Library District	308.80.00.0000	revenue	301,902.00	238,690.00	540,592.00			
6310	SJL Library District	311.10.00.0000	revenue	1,352,000.00	5,930.00	1,357,930.00			
6311	SJL Library District	367.00.00.0005	revenue	23,400.00	1,930.00	25,330.00			
6311	SJL Library District	397.00.00.0002	revenue	111,140.00	-101,050.00	10,090.00			
6311	SJL Library District	572.10.41.0001	expenditure	20,000.00	100,000.00	120,000.00	145,100.00	1,800,302.00	1,945,402.00
6311	SJL Library District	572.10.41.0002	expenditure	4,800.00	1,000.00	5,800.00			
6311	SJL Library District	572.10.41.0003	expenditure	5,000.00	1,000.00	6,000.00			
6311	SJL Library District	572.10.41.0011	expenditure	0.00	4,000.00	4,000.00			
6311	SJL Library District	572.20.31.0003	expenditure	7,000.00	2,500.00	9,500.00			
6311	SJL Library District	572.20.31.0008	expenditure	500.00	200.00	700.00			
6311	SJL Library District	572.20.34.0004	expenditure	27,400.00	3,000.00	30,400.00			
6311	SJL Library District	572.20.34.0007	expenditure	1,350.00	150.00	1,500.00			
6311	SJL Library District	572.20.34.0019	expenditure	7,500.00	500.00	8,000.00			
6311	SJL Library District	572.20.34.0020	expenditure	1,850.00	150.00	2,000.00			
6311	SJL Library District	572.20.49.0002	expenditure	200.00	300.00	500.00			
6311	SJL Library District	572.20.49.0006	expenditure	14,700.00	400.00	15,100.00			
6311	SJL Library District	572.40.43.0000	expenditure	13,500.00	200.00	13,700.00			
6311	SJL Library District	572.50.35.0001	expenditure	7,000.00	2,000.00	9,000.00			
6311	SJL Library District	572.50.48.0003	expenditure	6,000.00	1,600.00	7,600.00			
6311	SJL Library District	572.50.48.0004	expenditure	12,500.00	3,000.00	15,500.00			
6311	SJL Library District	594.72.63.0001	expenditure	25,000.00	3,800.00	28,800.00			
6311	SJL Library District	594.72.64.0003	expenditure	20,000.00	11,400.00	31,400.00			
				7,100.00	9,900.00	17,000.00			
							145,100.00	1,800,302.00	1,945,402.00

GENERAL FUND

Fund #	Fund Name	barcode		beginning balance	adjustment	ending balance	total adjustment	original budget	amended budget
6318	SJL Library General Reserve Fund	308.80.00.0000	revenue	878,465.00	2,013.00	880,478.00			
		361.11.07.0000	revenue	400.00	0.00	400.00			
							2,013.00	878,865.00	880,878.00
6318	SJL Library General Reserve Fund	597.00.00.0000	expenditure	767,725.00	103,063.00	870,788.00			
				111,140.00	-101,050.00	10,090.00	2,013.00	878,865.00	880,878.00