

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

September 11, 2018

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Judy Bentzen

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

Public Access: none

Agenda Approval: Laurie requested to add item 9B. RFQ for Owner's Representative.

MSC Barry Jacobson moved and Karen Vedder seconded to accept the agenda as amended. Carried.

Approval of Board Minutes of August 14, 2018 regular meeting

MSC Karen Vedder moved and Lynn Weber/Roochvarg seconded to approve the minutes of the August 14, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Lynn Weber/Roochvarg agreed to attend the October 3, 2018 meeting at 4:00 pm in the Library meeting room.

FOL Treasurer Judy Bentzen reported on the following topics:

- The recent Summer Book Fair was very successful: total gross receipts at the event came to about \$3500. It was also a great opportunity to add new volunteers. Of particular help this year was the football youth league. In thanks, FOL made a donation to the sports program.
- FOL had a booth at the Farmers Market one day each in June, July, and August with a total take of \$500 for the summer. Planning to do the Market again next summer.
- Treasure Cove has been breaking records with about \$1000 taken in during each month of the summer thanks to the hard work of Raymond and Louise.
- FOL publishing its first newsletter by October 1st with assistance from Leslie.
- Working on National FOL Week in mid-October: book swap on the first day, October 21st; national speaker on Jane Austen planned for Wednesday, October 24th.
- Starting to plan for the annual Holiday Sale on December 1st.

Approval of Bills:

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 08/27/2018 with warrant numbers 204384-204401**, in the amount of \$12,562.28. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 08/24/2018**, in the amount of \$9,440.37. Carried.
- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 09/04/2018 with warrant numbers 203281-203295**, in the amount of \$5,930.91. Carried.
- MSC** Lynn Weber/Roochvarg moved and Karen Vedder seconded to affirm the **August 2018 Payroll** dated August 24, 2018, in the amount of \$61,376.19. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted. Additionally:

- Laurie noted the recent e-newsletter from the Library that mentioned the new library cards. Within 20 minutes of the mailing, patrons came in asking for the new card with the new logo. New cards (with new numbers) will be given out free. Adult cards have a turquoise back; kids' cards have a bright green back. Laurie also noted that September was National Library Card sign-up month.
- Tif & Gif was continuing to work on the style guide for the new logo so that the Library's website, letterhead, business cards, etc. could be updated.
- Leslie noted that The Foundation Directory contract (noted in the Director's report) had not yet been approved pending pricing discussions.
- Laurie provided an update regarding the status of the Library's Attorney. It was agreed that Laurie would research the issue further but the Library would continue with the current firm for the time being.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- A few recent events had attendance exceeding 100; the overall attendance at programs has been trending upwards on average.
- Planned Library closure on September 19th for an all-islands staff training; Leslie has finalized an agenda.
- Leslie explained that the attendance at youth programs showed a drop from last year only because last year there were a few outdoor events (such as the solar eclipse) that drew huge audiences.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie additionally noted that the new Story Circle Program was postponed due to low initial registration. More publicity for this program was planned for November with a new start date in January 2019. Several other Youth Services programs were in the planning for the fall including a beginning coding program for youth.

Circulation Manager Report (Sue Vulgares)

No report.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie further noted that she and Floyd had decided to go ahead with a new VOIP phone system. Floyd has begun researching and planning for training and installation.

Financial Report (Carrie Lacher)

The draft August Profit & Loss statement was distributed via email. The finalized August P&L was to be emailed.

OLD BUSINESS**Revised Amendment to Director's Contract**

MSC Lynn Weber/Roochvarg moved and Barry Jacobson seconded to rescind Amendment 2 to the Director's employment contract approved and signed at the August 14, 2018 Board Meeting. Carried.

MSC Karen Vedder moved and Barry Jacobson seconded to approve new Amendment 2 to the employment contract with Library Director Laurie Orton. Carried.

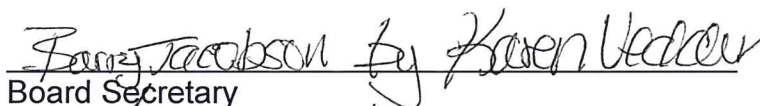
RFQ/Proposals for Owner Representation Services

Laurie distributed a draft RFQ that had been worked on by Lynn and Laurie. Laurie asked the Board to review and contact her with any edits, corrections, questions. Laurie was planning to have the RFQ out by Wednesday, September 12th by 5 pm.

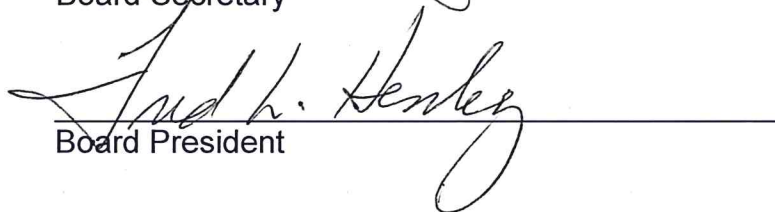
ADJOURNMENT

MSC Karen Vedder moved and Lynn Weber/Roochvarg seconded to adjourn at 3:57 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President