

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

Meeting Room, San Juan Island Library

October 9, 2018

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

**Members Absent:** Barry Jacobson

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

**FOL Present:** Louise Lelevich

**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 two items to Old Business: B, SJI Community Foundation Meeting; C, Owner's Representative RFQ procedures.

**MSC** Mark Madsen moved and Karen Vedder seconded to accept the agenda as amended. Carried.

### **Approval of Board Minutes of September 11, 2018 regular meeting**

**MSC** Lynn Weber/Roochvarg moved and Karen Vedder seconded to approve the minutes of the September 11, 2018 regular meeting as submitted. Carried.

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

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

FOL member Louise Lelevich shared a basket of cards and treats as a special thank you to Board Members for their service.

Louise reported on the following topics:

- National FOL Week scheduled for October 21<sup>st</sup> through 27<sup>th</sup>:
  - Planned events included a Jane Austen evening on Wednesday, October 24<sup>th</sup> featuring a national Jane Austen expert, and free cider and cookies on Saturday, October 27<sup>th</sup>.
  - The Annual Membership drive kick-off during FOL Week. A membership flyer had been mailed to Island residents.
- 2019 budget requests from Laurie for the Library were received.
- FOL retreat planned for late October to strategize for 2019.
- FOL finances to date were doing quite well.

### **Approval of Bills:**

- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 09/18/2018 with warrant numbers 205177-205199**, in the amount of \$9,382.54. Carried.
- MSC** Karen Vedder moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09/21/2018**, in the amount of \$9,606.90. Carried.
- MSC** Mark Madsen moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 10/02/2018 with warrant numbers 205735-205755**, in the amount of \$19,687.62. Carried.
- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to affirm the **September 2018 Payroll** dated September 21, 2018, in the amount of \$60,629.82. Carried.

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

Laurie's written report was noted. Additionally:

- Laurie reported that she was particularly excited about the recent addition of the NewsBank online media resource as she could now access the NYT crossword puzzle, which is not available through the NYT online subscription.
- Laurie also reported that the Timberland Regional Library has proposed closing and consolidating some of its branches. The Mount Vernon Public Library has announced it will be moving forward with plans to combine with a community/senior center and public parking into one new structure. Mount Vernon will be using a new type of collaborative planning project process. Laurie planned to keep an eye on both of these projects.
- Laurie also provided more details about the space needs assessment discussion in which she recently participated as was noted in her report.

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

Leslie's written report was noted. In addition, Leslie noted that large numbers of patrons continue to attend Library events. The recent Archipelago Collective harp pop-up recital in the Library was very lovely and well received. Leslie and Boyd were hoping to try more pop-up events in the future.

### **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. Laurie further noted that the new VOIP phones were expected to arrive on Friday, October 12<sup>th</sup> giving staff about 10 days before going live. Laurie also noted that after ongoing "chicanery" with wireless mice and keyboards at the various public computers, wired items have returned.



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

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

## **OLD BUSINESS**

### **2019 Draft Budget**

Laurie led the Board through a review of the proposed 2019 Budget for each of the Library funds. Of particular note:

- Proposed COLA based on CPI-W for Seattle.
- Total proposed budget represented a 1.48% increase over 2018.
- Library page hourly salary was increased from \$12 to \$13.50/hr since Washington State minimum wage will be increasing in 2019 to \$12/hr.
- Laurie planned to contact the SJ County Assessor's Office about a firmer number for 2019 property tax revenue. Mark noted that increasing assessed values in the County could still be expected, which would affect the Library's levy rate.
- Laurie planned to review the proposed budget with staff, which may lead to some changes to the initial draft numbers.

The Board agreed to hold the 2019 Budget hearing at the November Board meeting.

### **SJI Community Foundation Meeting with FOL**

Mark explained that a fall meeting had been in the works with participation from SJICF Board and the FOL Board. Mark agreed to contact Carrie Unpingco, Executive Director at SJICF, about setting up a date for such a meeting. Lynn noted the main topics of discussion would be the mechanics of establishing a fund with the SJICF and the potential of support from the Foundation for a building campaign.

### **RFQ Process for Owners Rep**

Laurie reviewed the final RFQ that included suggested changes and corrections from the Board. The return-by date was set at November 9<sup>th</sup>. Lynn and Fred agreed to be on the interview committee with Laurie with a plan to have the final recommendation to the Board by the December 11<sup>th</sup> Board meeting. Proposed interview dates for three potential candidates were selected for the last week of November.

## **ADJOURNMENT**

**MSC** Mark Madsen moved and Karen Vedder seconded to adjourn at 4:02 pm.  
Carried.

Respectfully submitted:

\_\_\_\_\_  
Board Secretary

Approved:

\_\_\_\_\_  
Board President