

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

November 13, 2018

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

Staff Present: Laurie Orton, 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: Laurie requested to add one item to Old Business: Long Range Outlook on Tax Revenue.

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

Approval of Board Minutes of October 9, 2018 regular meeting

MSC Lynn Weber/Roochvarg moved and Karen Vedder seconded to approve the minutes of the October 9, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the December 5, 2018 meeting at 4:00 pm in the Library meeting room.

Laurie reported:

- National FOL Week was great; about 65 people attended a Very British Evening – Jane Austen Meets the Royal Navy – that included a beautiful tea provided by FOL; 18 attended the Book Swap, which was more than last year.
- Two FOL Board members met with Carrie Unpingco at the SJI Community Foundation with follow-up questions regarding funds for a possible Library building campaign.
- If a 2019 FOL membership is renewed by the December 1st book sale, that patron will be entered into a drawing for a \$100 gift certificate to Downriggers.

Approval of Bills:

MSC Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 10/12/2018 for Third Quarter Use Tax**, in the amount of \$483.94. Carried.

MSC Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10/16/2018 with warrant numbers 206294-206317**, in the amount of \$12,860.99. Carried.

- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10/16/2018**, in the amount of \$9,252.98. Carried.
- MSC** Karen Vedder moved and Lynn Weber/Roochvarg seconded to approve payment of **Bills Due Period Ending 10/26/2018 with warrant numbers 206967-206974**, in the amount of \$6,308.86. Carried.
- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 11/09/2018 with warrant numbers 207276-207302**, in the amount of \$22,619.62. Carried.
- MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to affirm the **October 2018 Payroll** dated October 24, 2018, in the amount of \$60,326.75. Carried.

Director Report (Laurie Orton)

Laurie's written report was noted.

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.

Circulation Manager Report (Sue Vulgares)

No report.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

November Profit & Loss statement was noted.

PUBLIC HEARING

2019 Budget and Resolution, Ordinance Resolution, and Levy Certification

Fred declared the public hearing for the 2019 Budget open at 3:12 pm. Laurie reviewed the Ordinance Resolution, the Levy Certification, and the 2019 Budget Resolution. Laurie also presented and reviewed the proposed 2019 Budget and answered any questions from the Board. Highlights:

- New payroll benefit of paid premiums for WA State Paid Family & Medical Leave.
- 1.5% total increase in budget over 2018.
- Transfer in from general reserves reduced from the proposed budget amount.

No public comment regarding the proposed 2019 Budget was received.

Public hearing was closed at 3:25 pm. General session was resumed.

- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve Resolution 3-2018 adopting the 2019 Budget for the San Juan Island Library as presented. Carried.
- MSC** Karen Vedder moved and Lynn Weber/Roochvarg seconded to adopt Resolution 4-2018 setting the 2019 Levy Amount for the San Juan Island Library. Carried.
- MSC** Barry Jacobson moved and Lynn Weber/Roochvarg seconded to authorize San Juan Island Library Director Laurie Orton to sign the 2019 Levy Certification. Carried.

NEW BUSINESS

Director Evaluation Process

Barry Jacobson led the Board through a review of the process used for the annual performance review of the Library Director. This process will include input from the Board, staff, and Laurie. The process is scheduled to begin at the December Board meeting and culminate at the February meeting. Lynn and Barry will collate the input and Lynn will provide a written narrative to the Board. The Board agreed to continue to utilize this process.

- MSC** Fred Henley moved and Mark Madsen seconded to recommend to the San Juan County Council that Barry Jacobson be appointed to a second term as Board Trustee. Carried.

OLD BUSINESS

Owner's Representative RFQ Update

Laurie reported there were two responses received for the RFQ. Due to the small number of submissions, the Board agreed to reopen the RFQ process with a new deadline of November 30th. Interviews will be held the week of December 10th. The monthly board meeting will be delayed to December 18th so that a selection can then be made at that meeting. Laurie will repost and re-advertise the RFQ with the new deadlines.

- MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to alter the date of the next regular monthly Board meeting to December 18th in order to give the Board enough time to select an Owner's Representative. Carried.

SJI Community Foundation Update / Donations

Laurie shared informal summary notes from FOL about the recent meeting with the SJI Community Foundation. Discussion developed about the roles SJICF and FOL would have in receiving donations for a Library building campaign. The Board also discussed the process for the Library receiving donations directly.

Long Term Projections for Tax Revenue

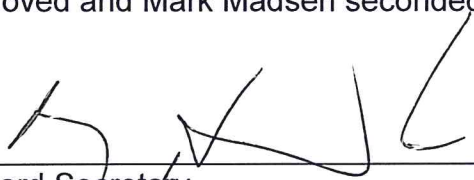
Mark reviewed future revenue projections based on the 2019 levy rate and extrapolating out to 2025. Due to an increase in total assessed value, the levy rate will decrease in 2019. If this trend were to continue, the levy rate would continue to decrease and a levy lid lift could be considered in the next few years. Mark also included estimated bond

capacity ceilings for each year based on projected tax revenues. WA State law establishes the formula for this ceiling.

ADJOURNMENT

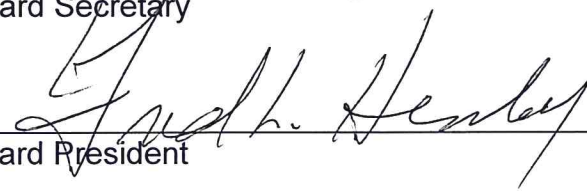
MSC Karen Vedder moved and Mark Madsen seconded to adjourn at 4:33 pm.
Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President