

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

Meeting Room, San Juan Island Library

December 18, 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 4:00 p.m.

**Public Access:** None; one visitor (Matt Giroux)

**Agenda Approval:** Mark Madsen and Laurie requested reordering the agenda so that three items, Owner's Representative Hiring, Director's Evaluation Process, and Resolution #5-2018: Change Fund Name, would be presented before Reports.

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

### **Approval of Board Minutes of November 13, 2018 regular meeting**

**MSC** Karen Vedder moved and Barry Jacobson seconded to approve the minutes of the November 13, 2018 regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Barry Jacobson agreed to attend the January 2, 2019 meeting at 4:00 pm in the Library meeting room.

### **Approval of Bills:**

**MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11/21/2018**, in the amount of \$9,606.80. Carried.

**MSC** Lynn Weber/Roochvarg moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 11/27/2018 with warrant numbers 208187-208206**, in the amount of \$21,511.81. Carried.

**MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 12/03/2018 with warrant numbers 208370-208386**, in the amount of \$20,602.78. Carried.

**MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 12/18/2018 with warrant numbers 208985-209005**, in the amount of \$8,759.67 pending Director review. Carried.

**MSC** Lynn Weber/Roochvarg moved and Karen Vedder seconded to affirm the **November 2018 Payroll** dated November 21, 2018, in the amount of \$60,131.81. Carried.

## **OLD BUSINESS**

### **Owner's Representative Hiring**

Laurie reported that with the extended RFQ deadline, the Library received a total of five submissions. Lynn, Fred, and Laurie reviewed and discussed each of the submissions and used a rating system to select the top three candidates to interview. The company in third position decided to bow out due to personnel changes. The committee interviewed two companies: Day CPM Services and O'Connor Construction Management, Inc. It was a unanimous decision by the committee to recommend O'Connor Construction as the best fit. Laurie distributed the fee proposal and proposed project schedule. The Board discussed the proposal, potential contract negotiation, and appropriate funding. It was agreed to hold a Special Meeting in mid-January to finalize and approve the contract.

**MSC** Karen Vedder moved and Mark Madsen seconded to authorize Library Director Laurie Orton to proceed with contract negotiations with O'Connor Construction Management Inc. for Owner's Representative services pending consultation with the Library's Attorney. Carried.

### **Director Evaluation Process**

Barry reported that everything had been sent out to staff and Board members for evaluation input. January 4<sup>th</sup> at midnight was set as the staff's deadline to submit their input. The Board agreed to move up their narrative portion deadline to January 2<sup>nd</sup>.

## **NEW BUSINESS**

### **Change Fund Name**

Laurie reviewed Resolution 5-2018 to change fund name of the current Facility Fund to Library Building Fund.

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve Resolution 5-2018. Carried.

## **REPORTS**

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

Laurie's written report was noted. Additionally, Laurie reported that the Children's Area was in the process of being repainted with new colors.

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

Leslie's written report was noted. Leslie also reported on the continued increase in adult program attendance. The year-long reading challenge celebrating the 35<sup>th</sup> anniversary of the Library's building just wrapped up and proved to be quite popular. Leslie also noted that the adult internship had recently finished on a positive note.

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

No report due to family emergency. In Melina's absence, it was reported that the Santa Storytime and Gingerbread Storytime took place thanks to Kathy and other staff.

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

No report.



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

Floyd's written report was noted.

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

November 2018 Profit & Loss Statement included in the Board Report was noted. Carrie reminded the Board of the "thirteenth month" window for wrapping up the 2018 budget.

### **NEW BUSINESS**

#### **Renew Expiring Trustee Terms/Approve Board Officers**

Laurie read a letter from the San Juan County Council confirming that Barry's Trustee term had been renewed. Barry's new term will expire in 2023.

#### **2019 Board Officers:**

- President – Lynn Weber/Roochvarg
- Vice President – Mark Madsen
- Secretary – Fred Henley

**MSC** Barry Jacobson moved and Mark Madsen seconded to accept and approve the proposed slate of candidates for the 2019 Officers of the San Juan Island Library Board of Trustees. Carried.

#### **ADJOURNMENT**

**MSC** Karen Vedder moved and Lynn Weber/Roochvarg seconded to adjourn at 4:55 pm. Carried.

Respectfully submitted:

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

Approved:

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