

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

January 8, 2019

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

Members Absent: Karen Vedder

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Stan Mayhew, President

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 3:00 p.m.

Public Access: None

Agenda Approval: Laurie requested a second item be added under New Business to review the proposed contract submitted by O'Connor Construction.

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

Approval of Board Minutes of December 18, 2018 regular meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the December 18, 2018 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder agreed to attend the February 6, 2019 meeting at 4:00 pm in the Library meeting room.

FOL President Stan Mayhew reported:

- FOL planning for their April 24th annual membership meeting; hoped to have a speaker lined up by the end of January.
- Three FOL board positions coming up; Margaret Barker, Judy Bentzen, and Stan will formulate the selection committee.
- The SJI Community Foundation has opened a second FOL account designated as the Building Fund with an initial deposit from FOL of \$10,000. Funds are to be utilized exclusively for a new library facility, remodeling/expansion of the old facility, and/or acquisition of property. FOL is planning to discuss furthering a relationship with the Community Foundation at the next FOL meeting.

Approval of Bills:

MSC Mark Madsen moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 12/22/2018**, in the amount of \$9,769.46. Carried.

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 12/28/2018 with warrant numbers 209449 - 209455**, in the amount of \$9,650.87. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 01/08/2019 for budget year 2018**, in the amount of \$20,770.24. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **4th Quarter 2018 Use Tax dated 01/08/2019 with warrant number 19010819**, in the amount of \$457.24. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to affirm the **December 2018 Payroll** dated December 19, 2018, in the amount of \$60,193.78. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie updated the Board on the recent exclusion action for a patron and her documentation of the history leading up to that action.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also provided some final stats on the Reading Revels Book Challenge - 682 books reviewed and posted on the related blog, 11,500 page views, 45 other book-related sites following the blog, 391 comments, 87 total participants, and 24 participants had reached the 35-books-read benchmark.

Youth Services Manager Report (Melina Lagios)

No report.

Circulation Manager Report (Sue Vulgares)

No report.

IT Administrator Report (Floyd Bourne)

No report.

Financial Report (Carrie Lacher)

Due to the "thirteenth month" for the 2018 budget, the Profit & Loss report was not ready. Carrie will email an updated P&L to the Board when the County reports have been received and the 13th month finalized.

NEW BUSINESS

Emergency Repairs Approval

Laurie quickly summarized the incident of December 22nd of the truck hitting the building and causing substantial damage to a wall on the NE corner. Leslie reported that Sue Vulgares was also instrumental in gathering relevant documentation during this incident. Laurie reported that Peter Schmidt Construction had reviewed the damage and would submit an estimate for repairs. Leslie had contacted President Fred Henley when the incident occurred on December 22nd and Fred had given emergency approval due to a potential threat to the safety of the building, its contents, and patrons. The Library's insurance company, Enduris, had also been contacted.

MSC Mark Madsen moved and Barry Jacobson seconded to ratify the emergency approval given by the Board President on December 22, 2018 to address vehicle damage to the building. Carried.

OLD BUSINESS

Owner's Representative Hiring

Laurie reviewed the proposed contract for Owner's Representative Services submitted by O'Connor Construction Management. The Board discussed several aspects of the proposed contract including site analysis and selection, construction schedule feasibility, cost estimates, phases of the proposed work, timeline, and projected costs. Laurie planned to work with O'Connor to develop a revised proposal that would be presented at a Special Board Meeting scheduled for January 22, 2019 at noon.

EXECUTIVE SESSION RCW 42.30.110(1)(g) – To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Lynn called for the Executive Session to begin at 3:35 pm for a period of 20 minutes. The purpose was for the Director's Annual Performance Review. The Session ended at 4:55 pm. No action was taken during the session.

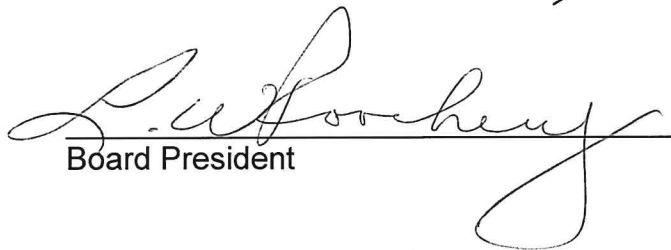
ADJOURNMENT

MSC Fred Henley moved and Mark Madsen seconded to adjourn at 4:56 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President