

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

February 15, 2019

(rescheduled from February 12th due to snow closure)

Members Present: Fred Henley, Lynn Weber/Roochvarg,

Members by phone (due to road conditions): Barry Jacobson, Mark Madsen, Karen Vedder

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Don Hendrix, Vice President

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

Public Access: None

Agenda Approval:

MSC Karen Vedder moved and Fred Henley seconded to accept the agenda as presented. Carried.

Approval of Board Minutes of January 8, 2019 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the January 8, 2019 regular meeting as submitted. Carried.

Friends of the Library (FOL)

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

FOL Vice President Don Hendrix reported:

- Treasure Cove has been making a solid profit each month.
- Continuing to mail out reminders for FOL membership renewals; also working on business memberships.
- Approved 2019 FOL calendar; FOL Annual Meeting scheduled for April 28th in the Main Salon of the Library.
- Don read aloud the approved FOL Board resolution setting up a new fund with SJI Community Foundation starting with a donation from FOL in the amount of \$10,000. This fund will be utilized exclusively for a new library facility, remodeling/expansion of the old facility, and/or acquisition of property.

Approval of Bills:

MSC Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 01/16/2019 with warrant numbers 210314 - 210329**, in the amount of \$9,427.11. Carried.

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 01/25/2019**, in the amount of \$9,834.94. Carried.
- MSC** Mark Madsen moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 01/28/2019 with warrant numbers 210819 - 210832**, in the amount of \$7,315.18. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 02/11/2019 with warrant numbers 211281 - 211308**, in the amount of \$17,132.75. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to affirm the **January 2019 Payroll** dated January 25, 2019, in the amount of \$62,008.64. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie updated the Board on several items:

- Two grant requests totaling \$5,868.00 were recently funded:
 - Women's Fund partially funded ELL enrichment program;
 - Women's Fund partially funded new WiFi hotspot collection;
 - The SJI Community Foundation funded the balance of both grant requests.
- A heater in staff area was in need of repair.
- Laurie gave details on recent snow closures: closed early Monday, February 11th at 3 pm; closed all day Tuesday and Wednesday, February 12th & 13th; closed early at 6 pm Thursday, February 14th. Several programs had to be canceled. Information was provided to local press, Chamber of Commerce, San Juan County, Library signage, and via social media and the website.
- Two patron situations of concern:
 - One patron has made special requests under the Americans with Disabilities Act; Laurie has been in discussion with the Library Attorney concerning this issue.
 - A male patron who had recently been excluded from the Library indefinitely due to inappropriate behavior with minors has recently been leaving disturbing voice messages on the Library's voice mail. Laurie has been working with the Sheriff's Office. An anti-harassment order was possible but only for individuals, not an "entity." Laurie expressed concern for staff safety and for a specific minor. Laurie also requested the Sheriff's Dept. update the local school about these telephone messages. Laurie planned to discuss the situation further with the Library Attorney. The Sheriff's Dept. has been in contact with the adult and no more voicemails had been received as of the time of the Board Meeting. If this situation changes, Laurie plans to contact the Sheriff's Dept. Karen suggested the family of the minor be informed about Victim Services available through the County. Barry suggested speaking with an Organizational Security consultant.

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)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

Final 2018 profit and loss report was emailed to the Board. The January 2019 profit and loss was included in the Board Report. There were no questions.

OLD BUSINESS

Owner's Representative Contract

Laurie reviewed the revised contract for Owner's Representative Services submitted by O'Connor Construction Management, Inc. (OCMI). Laurie had some information to confirm with OCMI before signing the agreement including a cap or budget for office space costs if one is deemed necessary. After discussion, the Board agreed to authorize Laurie to sign the contract once reimbursable costs had been finalized.

MSC Karen Vedder moved and Fred Henley seconded to authorize Director Laurie Orton to complete the contract for Owner's Representative Services with O'Connor Construction Management including modifications and clarifications that Laurie had identified at the Board meeting. Carried.

Library Attorney

Laurie reported that Attorney David Doughman had informed her that the attorney services contract with Beery & Elsner had expired and provided updated rates. Laurie also got a recommendation for a library attorney located in Western Washington. Laurie distributed this information to the Board. After discussion, the Board agreed that Laurie would get more information and invite this attorney to attend a future Board meeting to share information about library financing.

Emergency Repairs

Laurie provided an update on the exterior wall damage. The severe weather had delayed this repair project but it was expected to resume once the weather improved. The check from the insurance company for the full amount of the repair had been received and deposited.

NEW BUSINESS

WiFi Hotspot Policy

The grant received will partially fund acquisition of 10 hotspots to circulate and one to be added to the Event Equipment Collection. The circulating hotspots will have a regular 3-week checkout period. Each hotspot has a cost of about \$72 to replace if

damaged/lost. This collection will have a simpler process for checkout than for the Event Equipment items.

MSC Fred Henley moved and Barry Jacobson seconded to approve the addition of section 4.2.7 WiFi Hotspots to Policy Section 4.2 Circulation Policies of the San Juan Island Library Policy Manual. Carried.

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 3:55 pm for a period of 30 minutes. The purpose was for the Director's Annual Performance Review. The Executive Session ended at 4:25 pm. Public Session was immediately resumed.

OLD BUSINESS

Director's Annual Performance Review Actions

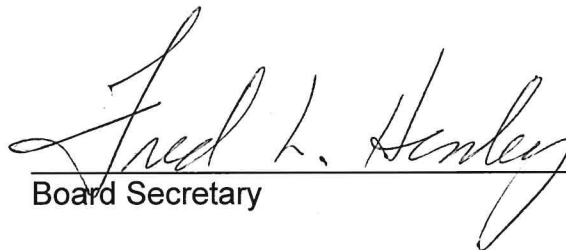
Lynn announced the annual review was completed and the Board and Laurie had signed her review. A very positive review based on evaluations and input from the Board and staff. Fred suggested a letter from the Board thanking staff for their annual input. Lynn will draft a letter and provide the letter to Laurie for distribution.

MSC Karen Vedder moved and Fred Henley seconded to grant a 1% longevity increase in Director Laurie Orton's annual salary per the provisions in the SJI Library Personnel Manual. The Board also reaffirmed Amendment 2 to the employment contract granting Laurie three paid personal holidays each year beginning on February 18, 2019. Carried.

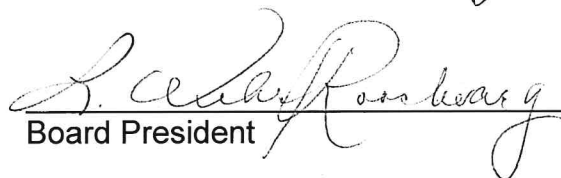
ADJOURNMENT

MSC Fred Henley moved and Barry Jacobson seconded to adjourn at 4:28 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President