

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

April 9, 2019

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

Members Absent: Barry Jacobson

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Stan Mayhew, President

Guests: Conor Clarke & Howard Ryan, OCMI

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

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of March 12, 2019 regular meeting

MSC Karen Vedder moved and Fred Henley seconded to approve the minutes of the March 12, 2019 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the May 1, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Board President Stan Mayhew reported:

- FOL has opened an additional account with the San Juan Island Community Foundation with an initial deposit of \$10,000. This fund will be used exclusively for expansion, construction, and/or land acquisition for a new library building.
- Annual FOL Meeting scheduled for Sunday, April 28th. This event will be followed by a Volunteer Appreciation & Love-Your-Library trivia night with games, prizes, and themed refreshments. There will be an election of FOL Board Officers. Stan has agreed to run for another term as Board President.
- Raffle tickets for a Mother's Day gift basket will soon go on sale at various locations around Town and at the Treasure Cove.

Approval of Bills:

MSC Mark Madsen moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 03/20/2019**, in the amount of \$9,801.76. Carried.

- MSC** Karen Vedder moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 03/25/2019 with warrant numbers 212971 - 212980**, in the amount of \$4,416.79. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 04/02/2019 with warrant numbers 213147 - 213161**, in the amount of \$22,452.95 pending Director review. Carried.
- MSC** Mark Madsen moved and Karen Vedder seconded to approve payment of **First Quarter 2019 Use Tax dated 04/09/2019**, in the amount of \$67.92 pending Director review. Carried.
- MSC** Mark Madsen moved and Fred Henley seconded to affirm the **March 2019 Payroll** dated March 22, 2019, in the amount of \$62,698.37. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie reported on the following items:

- The annual FOL member meeting and Library volunteer appreciation party will be held at the end of April. Laurie invited Board members to attend and help in presenting years-of-service pins to volunteers.
- Recently a car that had been involved in a possible crime was abandoned in the Library's parking lot. The Sheriff's Dept. was contacted and the car was towed. Laurie planned to follow up with the Sheriff's Office.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

Circulation Manager Report (Sue Vulgares)

No report this month.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

Finalized profit and loss report for March 2019 was distributed. Due date for the Library's Annual Report to the State Auditor's Office coming up in May. Next State Audit will be in 2020 covering the prior four years.

NEW BUSINESS

Site Selection Feasibility Studies RFQ/P (OCMI)

Howard Ryan of OCMI led the Board through a review of the draft Request for Qualifications/Proposals for Feasibility Studies of Three (3) Sites. The format was based on the format used by the Library Board for prior RFQs. OCMI included a Feasibility Study timeline as Exhibit C. April 17th was proposed as the date for a pre-bid site tour. All submissions must be received by May 16th. The Feasibility Study would be due to

OCMI by August 2nd for review and analysis. OCMI's final report to the Board would then be expected by early September.

The RFQ/P Interview Committee will include Laurie, Lynn, Mark, and Howard. The Board's regular June monthly meeting will be moved to Friday, June 14th from 10 am to 12 pm so that the approval of the Committee's recommended applicant can be considered at the Board meeting.

Fundraising Planning

Laurie introduced the topic of planning and strategizing for fundraising for the new facility. Fundraising topics to consider may include:

- Identifying a fundraising chair
- Hiring a fundraising consultant
- Donor feasibility study for San Juan Island
- Planned giving and annual giving campaigns
- Suggested target of 40% of private funding from philanthropy
- Finding major "anchor" donors
- Donor analysis

Laurie suggested and the Board agreed to plan for a fundraising retreat in mid-July.

EXECUTIVE SESSION RCW 42.30.110(1)(b) – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

Lynn called for the Executive Session to begin at 4:15pm with an end time of 4:35 pm. No action was taken during this session.

EXECUTIVE SESSION RCW 42.30.110(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 4:36 pm with an end time of 4:55 pm. No action was taken during this session.

Public Session was resumed at 4:55 pm.

MSC Karen Vedder moved and Fred Henley seconded to authorize Howard Ryan of OCMI to move forward with the RFQ/P using a non-competitive selected list. Carried.

OLD BUSINESS

Strategic Planning

MSC Fred Henley moved and Mark Madsen seconded to table the Strategic Planning topic to the May 2019 Board meeting. Carried.

ADJOURNMENT

MSC Mark Madsen moved and Karen Vedder seconded to adjourn at 5:02 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President