

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

May 14, 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: Judy Bentzen, Treasurer

Guests: 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: Laurie asked to reorder the agenda so that the Executive Session and Old Business be brought forward and New Business moved to the end of the meeting.

MSC Fred Henley moved and Barry Jacobson seconded to accept the agenda as amended. Carried.

Approval of Board Minutes of April 9, 2019 regular meeting

MSC Fred Henley moved and Mark Madsen seconded to approve the minutes of the April 9, 2019 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen agreed to attend the June 5, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Treasurer Judy Bentzen reported:

- FOL has filed its 2018 federal tax return and the charitable organization report to the State was expected to be submitted by June.
- \$575 was collected from the raffle tickets for the Mother's Day basket.
- Planning to have a booth once a month at the Farmers Market during May, June, and July.
- 2019 membership goal of \$15,000 has almost been met; \$2500 more to go.
- First of April, FOL set up an account with SJI Community Foundation for the Library building project and funded this with an initial donation from FOL of \$10,000. FOL was also able to negotiate a 1% service fee rather than 1.5%. In addition, the total amount in FOL's separate building fund savings account now totals \$111,892.

- Planning for a robust summer book sale; sales at the Treasure Cove continue to be strong; online book sales also up.

Approval of Bills:

- MSC** Mark Madsen moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 04/16/2019 with warrant numbers 213837 - 213858**, in the amount of \$57,261.80. Carried.
- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 04/24/2019**, in the amount of \$9,801.76. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 04/30/2019 with warrant numbers 214436 - 214453**, in the amount of \$9,316.29. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 05/13/2019**, in the amount of \$40,757.74. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to affirm the **April 2019 Payroll** dated April 26, 2019, in the amount of \$63,439.11. Carried.

REPORTS

Director Report (Laurie Orton)

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

- WiFi Hotspot check outs will be given a one-day grace period on the due date before the late fee of \$5 per day applies. This will ensure that items dropped off in the outside bin or after hours are appropriately checked in.
- Laurie has written a letter to the Sheriff requesting better communication on police-related incidents in and around the Library property.
- Laurie will be out of the office beginning May 15th until June 2nd. Leslie will be the Person in Charge during this interim.
- Laurie will be working on budget amendments to present to the Board hopefully at the July meeting.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's report was noted. Leslie has been working on the spring community newsletter (including the 2018 Annual Report) that will be mailed out late May/early June. Leslie also revamped and updated the Building Project page on the Library's website.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Pop-up Skydome Planetarium show at the elementary school scheduled for May 17th.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted. After discussion, Laurie and Sue have decided not to include written reports from Sue in the monthly Board Reports.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Ecommerce has finally gone live. Patrons now able to pay any fine or fee on their Library account utilizing a major credit card and the online payment portal. Laurie explained that donations will be handled through another service such as PayPal in the near future.

Financial Report (Carrie Lacher)

The April profit and loss report was noted. Carrie expected to complete the annual report to the State Auditor's Office and submit by the deadline at the end of May.

EXECUTIVE 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 session to begin at 3:20 pm for a period of 20 minutes. Public session resumed at 3:40 pm. No action was taking during the Executive Session.

OLD BUSINESS

Fundraising

Laurie reported that she and Howard have been discussing facility project fundraising and first steps. The Board agreed to a fundraising retreat with a tentative date of Wednesday, August 21st, 9 am to 3 pm.

Update from Howard: OCMI has been compiling an Excel spreadsheet of websites, contacts in the industry, grant information, and other fundraising and funding resources. An analysis sheet will be presented to the Board in the future. By September, OCMI and the Board should be able to determine the pricing for the anticipated project and then plan a successful way forward. It was also noted that the application to the State for funding of a capital facility project will also need to be finalized in the fall. The recently approved capital budget from the State legislature was very favorable for libraries. Howard was also working on information regarding bond funding and developing a strong relationship with SJI Community Foundation.

NEW BUSINESS

Resolution #1-2019 to Increase Amount of Secondary Cash Box

Laurie explained this had to do with increasing the balance of change in the spare cash box that serves as back up to the cash till due to the number of \$20 bills that are presented at the Front Desk.

MSC Barry Jacobson moved and Fred Henley seconded to approve Resolution#1-2019 increasing the balance in the Secondary Cash Box to \$200. Carried.

Termination of Small Works Roster with SJC Public Works Department

Laurie explained that while the Library has been utilizing the MRSC Small Works Roster for several years now, the County recently sent paperwork to officially terminate the old contract with the County. The pages were duly signed.

2018 Washington Public Libraries Annual Report

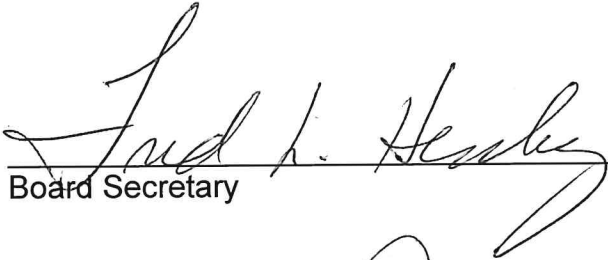
Laurie noted the annual report to the State Library that was included in the Board Report.

ADJOURNMENT

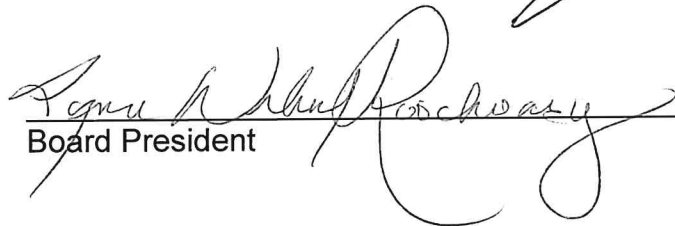
It was noted that the next regular monthly meeting of the Board was scheduled for Friday, June 14th from 10 am to noon.

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 5:02 pm.
Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President