

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

June 14, 2019

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

Members Absent: None

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Don Hendrix, President

Guests: Howard Ryan, OCMI

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 10:00 a.m.

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of May 14, 2019 regular meeting

MSC Mark Madsen moved and Fred Henley seconded to approve the minutes of the May 14, 2019 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson will attend the July 3, 2019 meeting at 4:00 pm in the Library meeting room.

FOL President Don Hendrix reported:

- FOL continues to do well financially; working on increasing business memberships; Treasure Cove received donated items to sell.
- Election of FOL Board Officers: Don now President, Stan Mayhew now Vice President; other officers remain the same.
- FOL planning to participate in the Pig War Cake Walk held in the Meeting Hall of the Catholic Church on July 4th; increasing number of cakes this year from 24 to 40; tickets will be \$2 each; other FOL items will also be available for sale.
- Annual Summer Book Sale planned for August 3rd at the Library; hoping to arrange for junior high school football team to help move books as they did last year which was very helpful.

Approval of Bills:

- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 05/28/2019 with warrant numbers 215713 - 215723**, in the amount of \$8,649.51. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 05/21/2019**, in the amount of \$9,795.95. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 06/04/2019 with warrant numbers 216020 - 216031**, in the amount of \$9,896.88. Carried.
- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 06/12/2019 with warrant numbers 216424 - 216446**, in the amount of \$40,871.55. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **May 2019 Payroll** dated May 24, 2019, in the amount of \$62,966.91. Carried.

REPORTS

Director Report (Laurie Orton)

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

- Pat had a family medical emergency recently but is now back to work.
- Current and past issues of "The Voice" newsletter for Library Board members available in the Board mailbox at the Library.
- Kick-off event for Summer Reading Program was held on June 13th at the Library and was very well attended. This year's Summer Reading Program theme is "A Universe of Stories." SRP display on the table at the front of the Library includes a computer showing NASA's live feed from the International Space Station.
- Adults and teens can also participate in this year's Summer Reading Program: reading "bingo" cards are available for adults; teens can pick up a "galactic reading ticket."
- Laurie awarded Karen with her 25-year volunteer pin. Thanks, Karen!

Assistant Director/Adult Services Manager Report (Leslie Baker)

Laurie noted that there was no written report from Leslie included in the Board Report as Leslie is currently out on an approved leave of absence. Laurie also noted that all staff were helping to cover for Leslie who did a lot of advance planning. Lynn noted and the Board agreed that they were grateful to staff for being so professional during this situation and helping to fill the gaps during Leslie's absence.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie also reported that there were currently 20 holds on the 10 WiFi Hotspots available for check out.

Financial Report (Carrie Lacher)

The May profit and loss report was noted. The 2018 Annual Report to the State Auditor's Office was included in the Board Report and was noted by the Board.

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 10:18 am for a period of 30 minutes. The session ended at 10:48 am. Public session resumed at 10:50 am. No action was taken during the Executive Session.

NEW BUSINESS

Contract Negotiations for Site Feasibility Study

Lynn explained that the Hiring Selection Committee had gone through the process of reviewing the RFQ/Ps submitted for the site feasibility study and had determined to recommend Allied8 Architecture and Design to the Board. The Committee was impressed with how Allied8 had considered the needed size of a potential site, how the site fits the project and the surrounding neighborhood, and how the site would support what the Library does and the services it provides. The Board agreed that the fee proposal contract to evaluate three sites would be ratified at the next Board meeting and the sites identified at that time. The feasibility study was expected to include site maps as well as analytical information of each site. The report would be due to OCMI by August 2nd and the Board would plan to discuss the report at their September meeting.

MSC Karen Vedder moved and Fred Henley seconded to authorize Director Laurie Orton to request Allied 8 to submit a fee proposal not to exceed \$35,000 for a site feasibility study for further consideration by the Board. Carried.

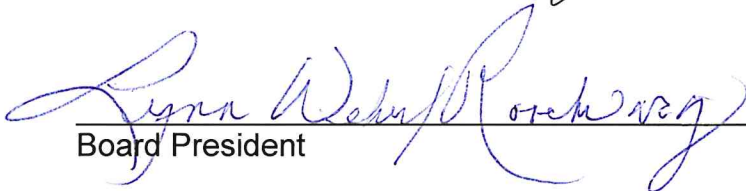
ADJOURNMENT

MSC Barry Jacobson moved and Fred Henley seconded to adjourn at 11:05 am. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President