

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

August 13, 2019

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

Public Access: none

Agenda Approval:

Laurie asked to add the item of an update from OCMI under Old Business.

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

Approval of Board Minutes of July 9, 2019 regular meeting

MSC Karen Vedder moved and Mark Madsen seconded to approve the minutes of the July 9, 2019 regular meeting as submitted. Carried.

Approval of Board Minutes of July 16, 2019 special meeting

MSC Barry Jacobson moved and Karen Vedder seconded to approve the minutes of the July 16, 2019 special meeting as submitted. Carried.

Approval of Board Minutes of August 6, 2019 special meeting

MSC Mark Madsen moved and Barry Jacobson seconded to approve the minutes of the August 6, 2019 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Lynn Weber/Roochvarg will attend the September 4, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Treasurer Judy Bentzen reported:

- The annual FOL book sale netted about \$2300, down a little from last year; FOL plans to discuss further what did and didn't work;
- Judy reported that she enjoyed the site analysis report presentation at the recent special Board meeting;
- Saturday, August 17th would be the third and last FOL booth for 2019 at the Farmers Market at Brickworks;

- SJI Library FOL was asked by United for Libraries to participate in a webinar by talking about their 2017 award for National Friends of Libraries Week; Judy has agreed to be the designated speaker;
- Finishing up the FOL newsletter with the assistance of Leslie and should be mailed out soon;
- Planning in the works for this year's National FOL Week in October.

Approval of Bills:

- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 07/16/2019 with warrant numbers 217668 - 217686**, in the amount of \$32,446.63. Carried.
- MSC** Barry Jacobson moved and Karen Vedder seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 07/18/2019**, in the amount of \$9,801.76. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 07/30/2019 with warrant numbers 218340 - 218356**, in the amount of \$25,170.66. Carried.
- MSC** Karen Vedder moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 08/13/2019 with warrant numbers 218776 - 218800**, in the amount of \$60,552.32. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm the **July 2019 Payroll** dated July 22, 2019, in the amount of \$62,484.04. Carried.

REPORTS

Director Report (Laurie Orton)

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

- The once-a-month program Literary Salon will have its finale on September 19th due to declining attendance; patrons are being directed to a new once-a-month book club program being held at the Mullis Center and coordinated by Beth;
- Leslie has updated the facilities project page on the Library's website;
- CPR training for staff was utilized by a staff person while on vacation;
- State elections on August 6th had positive results for three libraries;
- New e-Book limitations by certain publishers may create delayed release and long hold lists for some authors and titles; Board suggested putting this information out to the public;
- Leslie gave more details about the visit from the family of Patsi Daugherty who donated the totem pole to the Library a few years ago;
- Lynn reminded the Board that her term will conclude at the end of this year. The Board agreed to discuss this topic and process further at upcoming meetings. The current Board will recommend to the San Juan County Council a candidate for appointment.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- Leslie worked closely with Youth Services on the Summer Reading Program to provide space-themed resources and activities for patrons of all ages; very popular and successful;

- 137 people recently attended a talk about berries given by popular local author Thor Hanson;
- Organizing online trainings for staff;
- The Library will have a unique photo booth at this year's San Juan County Fair.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted that Melina will be out on medical leave for approximately four weeks; Jenni and Kathy will be covering.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie reported that Floyd is following up on e-recycling and has been surplusizing old equipment that can no longer be used at the Library.

Financial Report (Carrie Lacher)

The July profit and loss report was noted. Audit fees for the State Auditor's Office will be going up.

BUDGET HEARING

2019 Budget Amendments

Lynn started the Budget Hearing at 3:25 pm.

- Laurie presented her recommended amendments to the 2019 Budget. A copy of the proposed amending resolution had been included in the Board Packet. The specific amendments detailed in Amendment A to the resolution were reviewed and discussed with the Board. It was noted that amendments only needed to be made to the General Operating Fund this year.
- Laurie also distributed and reviewed details of the projected consultant expenditures for the remainder of 2019. The proposed amendments to this budget line would not allow for additional expenditures for other types of consultants such as for fundraising. This topic could be discussed further at the October 1st fundraising Board retreat. Laurie also planned to invite the San Juan Island Community Foundation to attend that retreat.
- No public comment was received.
- *Resolution #2-2019 Amending the 2019 Budget* was reviewed and approved by the Board. All Board members signed the resolution and Laurie attested. Staff will provide copies of Resolution #2-2019 to the County Auditor's Office and the County Treasurer's Office.
- The hearing ended at 3:45 pm.

MSC Mark Madsen moved and Fred Henley seconded to approve Resolution #2-2019 Amending the 2019 Budget per Attachment A as presented.
Carried.

OLD BUSINESS

OCMI Update

Howard Ryan provided an update to the Board. OCMI is currently working on a comprehensive report for the Board that includes cost estimates and project schedules for the three properties analyzed by Allied8. The OCMI report will also include estimated

acquisition costs, projected costs for construction and costs for operations and maintenance.

Ratify Allied8 Contract

Laurie noted she had been authorized by the Board to negotiate a contract with Allied8 not to exceed \$34,999. Laurie presented the signed contract with the negotiated amount of \$30,000 plus reimbursables.

MSC Fred Henley moved and Barry Jacobson seconded to ratify the contract with Allied8 for a Site Analysis Report in the amount of \$30,000 plus reimbursables as presented. Carried.

Library Visit Statistics

Laurie reviewed information provided to the Board regarding the door count statistics. Laurie included a review of the past few years of Library door counts as well as information she had gathered from various libraries around the State all of which indicated a general trend in declining visitors. It was also noted that according to information from the 2017 Annual Library Service Measures gathered by the Washington State Library, our library ranked 4th highest for patron visits in the State compared with other similar-sized libraries.

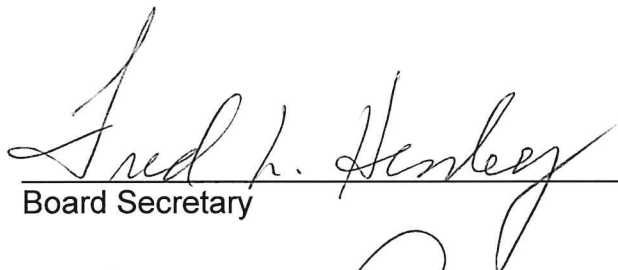
Discussion developed around the changing needs of library users generally for more space, more services and programs, and the necessity of off-site programs due to facility limitations. The change in number of visitors represents changes in society, the change in patrons needs, and a change in the services requested and provided by the Library.

It was also noted that the Library's current door counter has built in inaccuracies so it may not be the best nor most reliable of metrics. Consideration may better be given to circulation statistics, program attendance, and meeting room demand.

ADJOURNMENT

MSC Karen Vedder moved and Barry Jacobson seconded to adjourn at 4:15 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President