

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

September 10, 2019

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

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Stan Mayhew, Vice President

Guests: Howard Ryan, OCMI; Leah Martin, Allied8 (by phone)

Visitors: Alexis Reed, John Geniuch

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

Public Access: none

Agenda Approval:

MSC Mark Madsen moved and Karen Vedder seconded to accept the agenda as submitted. Carried.

Approval of Board Minutes of August 13, 2019 regular meeting

Barry noted on page 2, first bullet of the Director's Report, the date for the Literary Salon finale needed to be corrected to September 19th.

MSC Fred Henley moved and Karen Vedder seconded to approve the minutes of the August 13, 2019 regular meeting as corrected. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson will attend the October 2, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Stan Mayhew reported:

- Saturday, August 17th was the third and last FOL booth at the 2019 Farmers Market at Brickworks; FOL netted \$231 from the booth;
- Participated in the annual Parking Lot Sale at the Mullis Center on August 24th and made \$45;
- Annual membership reminder letter scheduled to be mailed out September 20th;
- National Friends of the Library Week coming up October 20-26th and FOL is planning several activities;
- Judy Bentzen participated in United for Libraries webinar to talk about FOL's 2017 award for National Friends of Libraries Week.

Approval of Bills:

- MSC** Barry Jacobson moved and Mark Madsen seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 08/21/2019**, in the amount of \$10,635.26. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 08/26/2019 with warrant numbers 219298 - 219303**, in the amount of \$2,990.22. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to approve payment of **Bills Due Period Ending 09/03/2019 with warrant numbers 219571 - 219586**, in the amount of \$7,034.07. Carried.
- MSC** Mark Madsen moved and Barry Jacobson seconded to affirm the **August 2019 Payroll** dated August 23, 2019, in the amount of \$64,160.78. Carried.

REPORTS

Director Report (Laurie Orton)

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

- Press release regarding the e-Book embargo was sent out;
- Refrigerator in staff area out of order; Laurie had a maintenance contract on the fridge but repair not expected until December due to parts being on back order; loaner fridge should be arriving soon;
- Laurie, Heidi, and Jenni recently returned from this year's Association of Rural and Small Libraries conference held in Vermont; Laurie had the opportunity to meet with former SJI Library Director Lauren Stara who offered her consulting services pro-bono regarding the design of the proposed new library building; Lauren is currently a consultant in the Boston area regarding library spaces.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- Banned Books Week coming up the week of September 22nd; display at the front of the Library;
- Recent pop-up concert of the Archipelago Collective had 60 people in attendance in the middle of the day.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted that Melina was back from medical leave.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The final August profit and loss report was presented.

NEW BUSINESS

Fundraising Work Session

- Laurie reviewed the draft agenda for the October 1st fundraising work session developed by Laurie, Leslie, and Lynn Weber/Roochvarg;
- Laurie will email a list of fundraising resources to the Board for review prior to the retreat to help establish a baseline of common knowledge;
- Board agreed to add a discussion item to the agenda regarding recruitment for a Board member replacement;
- Work session to be held in the San Juan Room of the Friday Harbor Suites, 680 Spring St., beginning at 9 am on Tuesday, October 1st.

OCMI Reports

Howard Ryan led the Board in a review of three reports, with Allied8 joining the discussion via telephone:

- Selected Property Study: Comprehensive property evaluation that overlays the Allied8 site analysis; covers bringing selected sites to building ready and includes estimates of costs to acquire and improve each site.
- Selected Property Program Study: Covers property acquisition, campaigning, funding, estimated schedules as required to complete the construction.
- Over-all Program Study – Three Projects: a project summary and detailed site summary for each of the three selected properties.
- Additional Points:
 - property prices could potentially be negotiated;
 - certain identified restrictions on properties may be able to be amended;
 - size of the proposed building and number of parking stalls could also be changed.

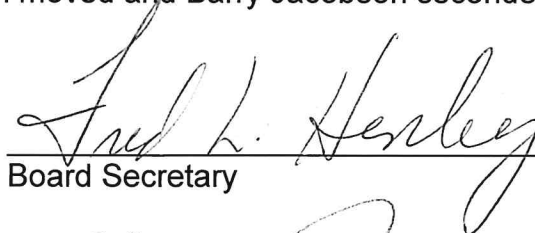
After discussion, consensus was reached to focus further efforts on the Spring Street site as the preferred site. It was also agreed that the Guard Street property would no longer be considered due to the enumerated challenges listed in the report. The Malcom St. property would continue to be considered as a backup alternative site.

The Board requested that Laurie and Mark meet with Howard to discuss refining the cost estimates and that the corrected final reports would be available by the October 1st fundraising work session.

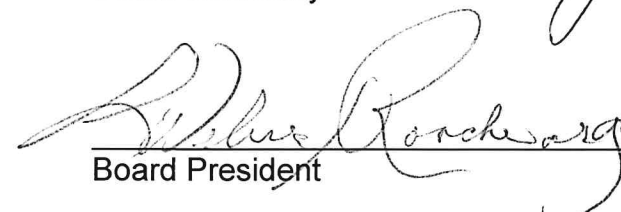
ADJOURNMENT

MSC Mark Madsen moved and Barry Jacobson seconded to adjourn at 5:20 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President