

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Library Funding Work Session #1

San Juan Room, Friday Harbor Suites

October 1, 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, Cathy Crisanto, Don Hendrix, Stan Mayhew

Guests: Howard Ryan, OCMI; Phil Heikkinen (Orcas Island Library); Joy Neal (La Conner Regional Library); Carrie Unpingco (San Juan Island Community Foundation)

Visitors: None

Call to Order: President Lynn Weber/Roochvarg called the meeting to order at 9:05 am.

Public Access: none

Agenda Approval:

MSC Mark Madsen moved and Fred Henley seconded to accept the agenda as submitted. Carried.

DISCUSS POTENTIAL COST RANGES OF NEW BUILDING PROJECT

Reviewed projected building costs within the context of the bond history of San Juan County with a project cost range of \$15 to \$17 million based on building size.

REVIEW STATUS OF OPERATIONAL RESERVE FUNDS & BUDGET PLANNING

- Reviewed impact to Library's budget of increasing operational costs due to increasing cost of living rates and State constraints on Library levy rates;
- Reviewed levy lid lift history for the Library and how tax levies in San Juan County work;
- Brief review of potential design changes and impacts to projected costs;
- Reviewed necessary steps before formal fundraising can proceed.

REVIEW FUNDING SOURCES

- Bond: suggested cap of \$10 million for a successful campaign.
- State's Library Capital Improvement Program: cap of \$2 million for any one entity with possibility of a required match; total pool of \$10 million per biennium; application deadline October 2020; requirements may still change.
- Private fundraising to fill the gap.
- Timing of a bond ballot measure important to ensure voter turnout threshold and a super majority vote.

SAN JUAN ISLAND COMMUNITY FOUNDATION DISCUSSION

- Executive Director Carrie Unpingco presented information regarding the Foundation's grant cycles and other services SJICF may be able to provide.
- Foundation Board has expressed interest in an update on the Library project.
- May be good timing for another big project for the Island community.
- Suggested the Library plan to present a project update at the next Foundation Board meeting on November 5th.

OTHER LIBRARIES' EXPERIENCES

- Joy Neal, Director, La Conner Regional Library
 - Shared details in recent successful fundraising for a new building with a mix of private funding, State funding, and partnership with the Swinomish Indian Tribal Community.
 - Shared informational materials for fundraising and tips such as the library board committing to additional monthly meetings and establishing a "naming" policy.
- Phil Heikkinen, Orcas Island Library
 - Shared information regarding funding and challenges of recently completed building expansion project.
 - Funding was a mix of endowments, private donations, estate planning, and State funding.

DEVELOP DRAFT TIMELINE FOR FUTURE STEPS

Discussion and review of necessary steps over the next twelve months including:

- forming a political action committee to spearhead a bond campaign;
- securing services of a bond council;
- draft and finalize language for a bond ballot measure and take other appropriate steps such as holding public hearings;
- develop and submit grant to State for library improvement funds;
- hire a development director;
- explore potential lease/purchase agreement;
- consult with Library Attorney on specific aspects of property acquisition and bond measure.

FUNDRAISING SOFTWARE

- Leslie provided an overview and demonstration of Flipcause software.
- Other potential donor management software was mentioned.
- Board agreed that acquisition of such software may be the responsibility of the future Development Director.

RECRUITMENT OF NEW BOARD MEMBER

- Board began to develop a list of potential Board member candidates.
- Further discussion was deferred to the October 8th regular monthly Board meeting.

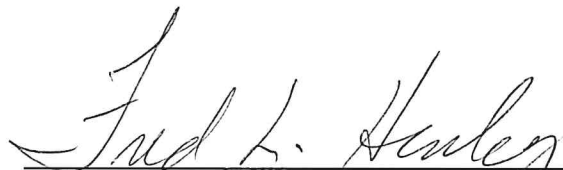
ACTION ITEMS:

1. Laurie and Karen will work with the Library Attorney regarding property acquisition, potential lease agreement, and working with a local realtor.
2. Laurie will draft an RFQ for a Development Director.
3. Mark will pursue information regarding a bonding firm.
4. Leslie, Laurie, Barry, and Lynn will work on drafting a new Strategic Plan.
5. Work on election paperwork and other items related to the ballot measure should start by spring 2020.
6. Organize campaign committee by April 2020.
7. Laurie agreed to submit follow-up fundraising and capital campaign questions to EveryLibrary.org.
8. Work on State grant application should start in January 2020 including:
 - a. invitations to elected representatives to visit the Library;
 - b. attending Library Legislative Day in Olympia.
9. Board agreed to schedule a second monthly meeting on the fourth Tuesday of each month from 1:00 to 3:00 pm starting January 2020.
10. Board also agreed to hold a special meeting on December 3rd from 3:00 to 5:00 pm to work through the Capital Campaign Assessment Readiness worksheet.
11. Laurie agreed to develop an estimate of pre-design/construction project costs and present this along with the 2020 operating budget.

ADJOURNMENT

MSC Barry Jacobson moved and Mark Madsen seconded to adjourn at 4:25 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President