

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

October 8, 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: None

Visitors: David Doughman, Library Attorney, Beery Elsner & Hammond

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 approval of minutes from the October 1, 2019 work session and a possible reordering of the agenda items in order to accommodate a teleconference with the Library Attorney for the Executive Session.

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

Approval of Board Minutes of September 10, 2019 regular meeting

MSC Fred Henley moved and Karen Vedder seconded to approve the minutes of the September 10, 2019 regular meeting as presented. Carried.

Approval of Board Minutes of October 1, 2019 work session

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the October 1, 2019 work session as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley will attend the November 6, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Stan Mayhew reported:

- Adopted an official Friends of the Library logo;
- Set calendar of activities and events for 2020;
- Exploring options for disposing of used books; Friday Harbor Freight can no longer provide transportation as a charitable contribution;
- National Friends of the Library Week the week of October 20th:
 - October 20th – Third Annual Book Swap at the Library; open categories; limited to paperbacks and trade paperbacks; refreshments available;

- October 25th – Evening of membership featuring a talk by Boyd Pratt on local history, What Was Here Before Me? Refreshments provided;
- FOL display in the entry way display case and on the table at the front of the Library.

Approval of Bills:

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09/23/2019**, in the amount of \$10,635.26. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 09/16/2019 with warrant numbers 220342 - 220363**, in the amount of \$42,202.99. Carried.
- MSC** Mark Madsen moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 09/30/2019 with warrant numbers 220675 – 220692**, in the amount of \$11,688.72. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to affirm the **September 2019 Payroll** dated September 24, 2019, in the amount of \$63,305.97. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie noted that she and other staff have received positive public feedback regarding the Spring Street property focus. Laurie agreed to ask staff to keep a record of patron input.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The September Profit & Loss report will be emailed to Board members as soon as the County financial reports have been received and reconciled.

NEW BUSINESS

2020 Budget

Laurie reviewed the draft 2020 Budget with the Board:

- Various COLA percentages and scenarios were presented:
 - rationale for each proposed COLA rate was shared;
 - Board requested a summary of COLA options with a preference for a 3% increase;
- Estimated property tax revenue may increase;
- FOL will vote on Laurie's budget at their November meeting;

- The suggested transfer-in from the General Fund stays within the cap of a total 1.5% budget increase as requested by the Board;
- Presentation of a rough estimate of pre-design costs including possible consultants, software, property-related costs, and potential campaign costs;
- 2020 Budget hearing planned for November 12th meeting.

Bond Information

Mark Madsen shared general information he had gathered regarding the bond process and how the Library might engage with a bond attorney. It was noted that it could be helpful to hire a bond attorney/firm that specializes in library bonds in Washington State. Such an attorney may be invited to a future Board meeting.

Mark also noted that he was working on a presentation for the meeting with the San Juan Island Community Foundation scheduled for their November 5th board meeting. Karen Vedder agreed to attend along with Laurie. Mark will need to attend by phone.

Executive Session

Lynn called for an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price – RCW 42.30.110 1(b). The Session began at 4:00 pm and was expected to last for 25 minutes.

No action was taken during the Executive Session. The Board returned to public session at 4:25 pm.

MSC Mark Madsen moved and Fred Henley seconded to delegate authority to Director Laurie Orton and Board Trustee Karen Vedder to recommend a realtor to work with regarding possible property acquisition. Carried.

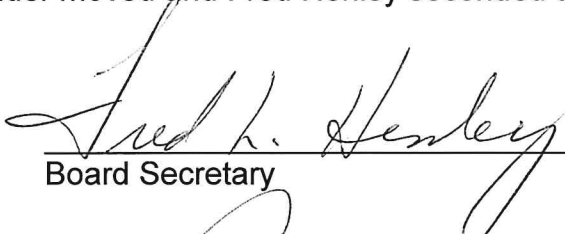
Board Recruitment

Laurie presented a list of names compiled from Board members and staff of possible Board candidates. This list may also be utilized for possible future fundraising or campaign committees. Laurie will email out an updated list for further Board member input.

ADJOURNMENT

MSC Karen Vedder moved and Fred Henley seconded to adjourn at 5:15 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President