

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Meeting Room, San Juan Island Library

November 12, 2019

**Members Present:** Fred Henley, Barry Jacobson, Mark Madsen (by phone), Lynn Weber/Roochvarg, Karen Vedder

**Staff Present:** Laurie Orton, Leslie Baker, Carrie Lacher

**FOL Present:** Louise Lelevich, FOL Director

**Guests:** None

**Visitors:** Matt Giroux

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

**Public Access:** none

### **Agenda Approval:**

Lynn asked to add a new item of Mark Madsen giving a review of the recent SJI Community Foundation presentation.

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

### **Approval of Board Minutes of October 8, 2019 regular meeting**

**MSC** Karen Vedder moved and Fred Henley seconded to approve the minutes of the October 8, 2019 regular meeting as presented. Carried.

### **Friends of the Library (FOL)**

Delegate to next FOL meeting: Mark Madsen will attend the December 4, 2019 meeting at 4:00 pm in the Library meeting room.

FOL Director Louise Lelevich reported on the following items:

- Commended Mark Madsen and the Board for the professionalism of the presentation to the SJI Community Foundation; four FOL board members were in attendance;
- Library's 2020 budget request was approved;
- FOL's annual membership drive is going well; four business memberships have been secured and working on more;
- Still trying to find a way to transport and dispose of used books;
- Treasure Cove doing really well with monthly income regularly exceeding \$1000;
- 113 people attended Boyd's presentation that was offered as part of National FOL Week at the Library; entire week was very positive; FOL presented Board and staff with scrapbooks filled with supportive comments collected from the public;

- Holiday Book Sale planned for Saturday, December 7<sup>th</sup>, in the Library's Meeting Room.

### Approval of Bills:

- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **3<sup>rd</sup> Quarter Use Tax dated 10/16/2019**, in the amount of \$109.09. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10/23/2019**, in the amount of \$9,801.76. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 10/14/2019 with warrant numbers 221291-221310**, in the amount of \$13,809.74. Carried.
- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 10/29/2019 with warrant numbers 221972 - 221987**, in the amount of \$36,284.94. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 11/08/2019 with warrant numbers 222277 – 222299**, in the amount of \$25,135.01. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to affirm the **October 2019 Payroll** dated October 23, 2019, in the amount of \$63,398.45. Carried.

## REPORTS

### Director Report (Laurie Orton)

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

- Registration for Library Legislative Day on February 5<sup>th</sup> in Olympia has opened; Laurie is planning to attend and invited interested Board members to join her;
- Lou Pray, Director of Lopez Island Library, has resigned and is moving to Portugal; unclear what next steps the Lopez board will take regarding filling this position;
- Leah Martin of Allied8 has kept up-to-date about the Library's building project and recently touched base with Laurie regarding their 2020 calendar of projects;
- Received an email update regarding the State's library capital grants; the process will be announced soon with applications opening in March 2020; a 50% match will be required;
- State Representative Debra Lekanoff recently visited San Juan Island and both Lynn and Laurie were able to speak about the proposed Library building project;
- Reminder of the special work session scheduled for Tuesday, December 3<sup>rd</sup>, 3:00 pm in the Library's Meeting Room.

### Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also reported on the following items:

- Article written by Louise Dustrude regarding the potential new building; a copy of this article was included in the Board packet and was published on [www.sanjuanupdate.com](http://www.sanjuanupdate.com);

- On-line resources are being renewed for 2020; AcornTV usage is steadily increasing with over 6,000 video views to date, but cost still within budget;
- Adult program attendance continues to grow over 2018.

**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)**

Carrie noted that the October Profit & Loss report that was included in the Board packet reflected revenue from second half of 2019 property tax payments.

**PUBLIC HEARING**

**2020 Budget and Resolution, Ordinance Resolution, and Levy Certification**

Lynn Weber/Roochvarg opened the Public Hearing at 3:30 pm:

- Laurie presented and reviewed:
  - proposed 2020 budgets for all Library funds;
  - 2020 levy information provided by the SJ County Assessor's Office
  - 2020 levy certification document;
  - 2020 COLA determination memo.
- No public comment was received.

Public Hearing was closed at 3:45 pm.

**MSC** Fred Henley moved and Barry Jacobson seconded to approve Resolution #3-2019 setting the final budget for the year 2020 for the San Juan Island Library. Carried.

**MSC** Barry Jacobson moved and Fred Henley seconded to approve Resolution #4-2019 authorizing the levy to be collected in the 2020 tax year for the San Juan Island Library. Carried.

**MSC** Fred Henley moved and Barry Jacobson seconded to authorize Library Director Laurie Orton to sign the Levy Certification document for tax year 2020. Carried.

**NEW BUSINESS**

**Letter of Engagement – Bond Attorney**

Letter of Engagement with Hillis, Clark, Martin & Peterson P.S. to serve as bond counsel to the San Juan Island Library was presented:

- This document has been reviewed by Karen Vedder, Library Board Trustee, and the Library's attorney;
- Flat fee of \$30,000 (\$7500 contingency) conditional on the bond passing;
- Daniel Gottlieb, lead attorney to the Library, will be invited to attend by phone the December Board meeting.

**MSC** Karen Vedder moved and Fred Henley seconded to authorize Library Director Laurie Orton to sign the Letter of Engagement with Hillis, Clark, Martin & Peterson P.S. for bond counsel services as presented. Carried.

**Director Evaluation Process**

Barry Jacobson briefly reviewed the annual evaluation process for the Library Director that will start at the December 10<sup>th</sup> meeting and end with the February 2020 monthly meeting. Karen has agreed to assist in this process as Lynn will be leaving the Board at year-end.

**Board Recruitment and Renewal**

Laurie distributed an updated information sheet regarding Library Trustee positions and terms. It is anticipated that for 2020 Mark will serve as President, Barry will serve as Vice President, and Karen will serve as Secretary. The Board agreed that Laurie would submit a letter to the San Juan County Council recommending Karen be appointed for a full term as she is currently completing a partial term.

Laurie reviewed the suggested Trustee job description and proposed interview questions and entertained suggestions and revisions. Board members were also invited to email their feedback to Laurie regarding specific potential Board member candidates. It was agreed that Lynn will participate in the recruitment process but would not have a vote. Laurie will start advertising the opening and will have all information posted to the Library's website. Closing date for receiving applications will be December 2<sup>nd</sup> so that the Board could start reviewing at the Special Meeting on December 3<sup>rd</sup>.

**OLD BUSINESS**

**Review of Presentation to SJICF**

- Mark gave a summary and review of the presentation he made by teleconference to the San Juan Island Community Foundation (SJICF) board titled "Building the Next Fifty Years" regarding the proposed new library building project;
- Laurie and Karen Vedder attended the meeting in person;
- Laurie reported that Carrie Unpingco, SJICF Executive Director, let her know that the presentation was well-received and the topic will be discussed further at their February 25<sup>th</sup> meeting.

**ADJOURNMENT**

**MSC** Fred Henley moved and Barry Jacobson seconded to adjourn at 4:35 pm. Carried.

Respectfully submitted:



Board Secretary *VP*

Approved:



Board President