

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

January 14, 2020

Members Present: Fred Henley, Barry Jacobson, Mark Madsen (by phone), Barbara Sharp, Karen Vedder

Members Absent: none

Staff Present: Laurie Orton, Carrie Lacher

FOL Present: Stan Mayhew

Guests: John Chrastka, EveryLibrary.org (by video conference)

Visitors: none

Call to Order: Vice President Barry Jacobson called the meeting to order at 3:00 pm.

Public Access: none

Agenda Approval:

MSC Fred Henley moved and Karen Vedder seconded to accept the agenda as submitted. Carried.

Approval of Board Minutes of December 10, 2019 special meeting

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

Approval of Board Minutes of December 10, 2019 regular meeting

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

Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp will attend the February 5, 2020 meeting at 4:00 pm in the Library meeting room.

FOL Vice President Stan Mayhew reported:

- The annual holiday book sale held on December 7th took in \$4091;
- FOL has formulated a Financial Procedures Committee to review current procedures for handling funds and donations;
- FOL will be participating in the flea market at the SJC Fairgrounds in April;
- FOL is planning for a board retreat on January 25th.

Approval of Bills:

- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 12/17/2019 for budget year 2019 with warrant numbers 223743 - 223773**, in the amount of \$28,864.19. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 12/23/2019 for budget year 2019**, in the amount of \$9,885.07. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 12/27/2019 for budget year 2019 with warrant numbers 2241311 – 224140**, in the amount of \$9,722.47. Carried.
- MSC** Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 12/31/2019 for budget year 2019 with warrant numbers 224374 - 224378**, in the amount of \$7,851.48. Carried.
- MSC** Fred Henley moved and Karen Vedder seconded to approve payment of **4th Quarter Use Tax dated 01/03/2020 for budget year 2019** in the amount of \$129.77. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 01/07/2020 for budget year 2019 with warrant numbers 224614 – 224615**, in the amount of \$10,041.07. Carried.
- MSC** Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 01/10/2020 for budget year 2020 with warrant numbers 224676 – 224682**, in the amount of \$8,294.81. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 01/13/2020 for budget year 2020 with warrant numbers 224936 – 224944**, in the amount of \$26,321.83. Carried.
- MSC** Fred Henley moved and Karen Vedder seconded to affirm the **December 2019 Payroll** dated December 23, 2019, in the amount of \$63,165.80. Carried.

REPORTS

Director Report (Laurie Orton)

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

- SJC Council has approved Karen for reappointment to the Board and appointed Barbara Sharp for her first term;
- Library received a Certificate of Excellence award from the Chamber of Commerce in the area of information;
- 15 magazine titles were adopted for sponsorship from the holiday magazine tree; Leslie will provide final numbers at a later date.

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. The Board extended its thanks to Floyd for the very early and late hours put in during the Polaris server crash situation.

Financial Report (Carrie Lacher)

The final December 2019 Profit & Loss Report was not yet available as County reports had not been received.

NEW BUSINESS

Development Director Job Description/RFQ-P Drafts

Laurie explained that this position was no longer an RFQ for an independent contractor but instead a position for hire at the Library. OCMI developed an RFQ template that Laurie and Mark worked to revise and streamline and then developed into a temporary staff position. The Board discussed and suggested refinement of terms and description. Laurie agreed to submit the description to the Library Attorney for review. Laurie was to email the final version of the job description to Board members for their review. Once finalized, Laurie planned to post the opening on the Library's website and various library and development director job search websites.

FEASIBILITY STUDY

Laurie distributed and reviewed a Site Feasibility Fee Proposal estimated by Allied8 and Fivedot addressing various aspects of an in-depth site feasibility study. Laurie will research the tasks and costs further and provide the Board with an update.

OLD BUSINESS

Financial Advisor Contract

The proposed Financial Advisor contract for pre-election work including devising financial models to provide to the public was still being reviewed by the Library Attorney at the time of the Board meeting.

MSC Barbara Sharp moved and Karen Vedder seconded to authorize Library Director Laurie Orton to sign the Financial Advisor contract pending Library Attorney review and with no substantive changes. Carried.

EXECUTIVE SESSION – RCW 42.30.110(b) – 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.

Barry Jacobson called for the Executive Session to begin at 4:10 pm for a period of 10 minutes. The Executive Session ended at 4:21 pm. No action was taken during the session. The Board returned to public session

EXECUTIVE SESSION – RCW 42.30.110(g) – To evaluate the qualifications of a candidate for public employment or to review the performance of a public employee.

This Executive Session was cancelled. The Board took a 20-minute break before returning to public session at 4:42 pm.

NEW BUSINESS**EveryLibrary.org/John Chrastka**

This video conference was informational only. John discussed with the Board the elements of beginning a bond campaign for a new library building.

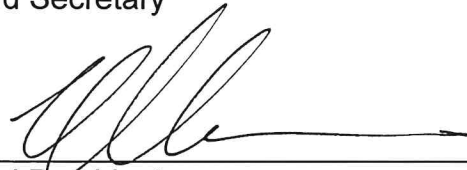
ADJOURNMENT

Barry Jacobson adjourned the meeting at 5:46 pm without objection.

Respectfully submitted:


Board Secretary

Approved:


Board President