

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

Meeting Room, San Juan Island Library

February 11, 2020

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

**Members Absent:** none

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

**FOL Present:** none

**Guests:** Ciaran O'Connor & Tim Peel, OCMI

**Visitors:** none

**Call to Order:** President Mark Madsen called the meeting to order at 3:00 pm.

**Public Access:** none

### **Agenda Approval:**

Laurie asked to reorder the session so that Item No. 11 – Executive Session, be moved to immediately after New Business.

**MSC** Fred Henley moved and Barbara Sharp seconded to accept the agenda as amended. Carried.

### **Approval of Board Minutes of January 14, 2020 regular meeting**

**MSC** Karen Vedder moved and Fred Henley seconded to approve the minutes of the January 14, 2020 regular meeting as presented. Carried.

### **Approval of Board Minutes of January 28, 2020 special meeting**

**MSC** Fred Henley moved and Barbara Sharp seconded to approve the minutes of the January 28, 2020 special meeting as presented. Carried.

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

Delegate to next FOL meeting: Karen Vedder will attend the March 4, 2020 meeting at 4:00 pm in the Library meeting room.

**FOL report:** none.

### **Approval of Bills:**

**MSC** Karen Vedder moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 01/24/2020**, in the amount of \$9,373.23. Carried.

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 01/27/2020 with warrant numbers 225530 – 225540**, in the amount of \$4,504.63. Carried.

**MSC** Fred Henley moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 02/10/2020 with warrant numbers 225924 – 225947 pending Director approval**, in the amount of \$17,423.28.  
Carried.

**MSC** Fred Henley moved and Barbara Sharp seconded to affirm the **January 2020 Payroll** dated January 24, 2020, in the amount of \$65,638.55.  
Carried.

## **REPORTS**

### **Director Report (Laurie Orton)**

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

- Mark and Laurie attended the recent Library Legislative Day in Olympia:
  - Met with State Senator Liz Lovelett and with the aides to the two State House representatives;
  - Delivered a handout about the proposed new building project: Building the Next Fifty Years;
  - Thanked the elected representatives for their past support of library-relevant legislation and asked for their support on current legislative bills;
  - Important that there is a record of the SJI Library visiting and reaching out to the legislators;
  - Laurie attended an orientation workshop the next day regarding the capital grants process; critical to get legislator support; pool is limited to a total of \$10 million.
- Site Feasibility proposal changes and costs have been worked out.
- Laurie signed the Letter of Engagement with Northwest Municipal Advisors for financial advisor work with an estimated cost of around \$15,000. Total bond issuance costs are estimated to be around \$159,000.
- As a point of interest, King County Library System completed a new 10,000 SF library building in the City of Tukwila in 2017 for a cost of \$8.9 million; the new building was featured in the December 2019 issue of *Library Journal*:  
<https://www.libraryjournal.com/?detailStory=Tukiwila-Library-King-County-Library-System-WA-New-Landmark-Libraries-2019>

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

Leslie's written report was noted. Karen noted that Leslie and Boyd were doing a very good job providing an interesting range of Adult Programs and increasing attendance.

### **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 final December 2019 Profit & Loss Report was included in the Board Report. The January 2020 report was not yet available, as County reports for January had not been received. It was also noted that the County's junior taxing districts (including the Library)

were currently going through a State audit for PERS compliance. For FY 2020, the County has moved up its deadline for submitting Account Payables from Tuesdays to Mondays. This may cause some changes in when bills are presented for Board approval.

## **NEW BUSINESS**

### **New OCMI Representative**

Laurie introduced Ciaran O'Connor and Tim Peel of OCMI. Tim will be taking over as the owner's representative for the Library. Although Tim is based in Sacramento, he will be available to the Library by phone and email and can be on-site as needed.

### **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.**

Mark called for the Executive Session to begin at 3:41 pm for a period of 60 minutes. The Executive Session ended at 4:40 pm. No action was taken during the session. The Board returned to public session.

## **OLD BUSINESS**

### **Long-term Budget Projections**

Mark gave a brief review of long-term budget planning covering such topics as considerations for a future operational levy lid lift and use of reserve funds.

### **Development Director Job Position**

Laurie reviewed updated details of the proposed new Fundraising Development Director position including estimated costs and overhead over a five-year period. The hoped-for start date would be as soon as possible in order for work to begin on securing pledges. Laurie distributed a draft job description and a chart detailing estimated position costs. Laurie also planned to review the position details and hiring process with the Library Attorney. The Board agreed that Laurie could continue to move forward with revising the job description and then advertising and filling this new staff position.

**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.** Mark called for the Executive Session to begin at 5:03 pm for a period of 20 minutes. The session ended at 5:23 pm. No action was taken during the session.

**MSC** Fred Henley moved and Barbara Sharp seconded that, given an excellent annual performance review of Director Laurie Orton, a 1% longevity salary increase would be granted per the provisions of the SJI Library Personnel Manual. Carried.



**ADJOURNMENT**

**MSC** Fred Henley moved and Karen Vedder seconded to adjourn at 5:25 pm.  
Carried.

Respectfully submitted: Karen Vedder  
Board Secretary

Approved: [Signature]  
Board President