

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

March 10, 2020

Members Present: Fred Henley, Barry Jacobson, Mark Madsen, Barbara Sharp, Karen Vedder

Members Absent: none

Staff Present: Laurie Orton, Leslie Baker, Carrie Lacher

FOL Present: Margaret Barker

Guests: none

Visitors: Susan Ley

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

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of February 11, 2020 regular meeting

MSC Barbara Sharp moved and Fred Henley seconded to approve the minutes of the February 11, 2020 regular meeting as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Fred Henley agreed to attend the April 1, 2020 meeting at 4:00 pm in the Library meeting room.

FOL report: Margaret Barker, FOL Board member, reported on the following FOL items:

- Membership drive is going well;
- Annual Meeting scheduled for April 29th;
- Seeking two more Board members – Diana Pieples will be stepping down;
- Storage issues for books continues:
 - Friday Harbor Freight currently charging shipping to move books off island but FOL is working with them further;
 - Considering alternatives to dispose of donated and used books;
 - Leslie assisted FOL on her own time to set up scanning of ISBN code numbers that could possibly assist in book disposal.
- Planning to have a book booth at the April 25th flea market at the Fairgrounds;
- Kiwanis donated \$1000 to FOL to be used to support children's programs at the Library;

- Working to produce window decal clings for business memberships.

Approval of Bills:

- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 02/21/2020**, in the amount of \$9,624.56. Carried.
- MSC** Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 02/24/2020 with warrant numbers 226603 – 226610**, in the amount of \$5,835.48. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 03/02/2020 with warrant numbers 226748 – 226756**, in the amount of \$10,694.52. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to affirm the **February 2020 Payroll** dated February 24, 2020, in the amount of \$65,771.89. Carried.

REPORTS

Director Report (Laurie Orton)

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

- Beth has been helping the Library get ready to assist people to complete the 2020 Census including recruiting volunteers;
- Ordering 10 more circulating hotspots utilizing San Juan Island Community Foundation grant funding; these could also be used by patrons to complete the Census;
- Utilizing a \$1000 stipend, the Library has started partnering with "Grow with Google" to offer classes and resources to help build job skills and grow businesses;
- Enduris email regarding current State legislative session, in particular a proposed bill regarding the Open Public Meetings Act that was resolved favorably;
- Melina and Leslie will be reducing the length and frequency of their reports to the Board in an effort to reduce repetition; the Board noted that they were always interested in receiving updates but were supportive of brevity;
- New fundraising director position has been advertised through several different outlets.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- As noted by Laurie, Leslie is working on shortening her monthly report to the Board;
- Shared the press release regarding the new donated telescope that is now available for checkout;
- Recently attended Public Library Association annual conference in Nashville and attended several workshops on fundraising, marketing, and other related sessions; Leslie agreed to provide Board members with summary links to relevant sessions.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie reported that Penny the Guinea pig was very popular with many Library patrons but has now returned home. Penny's page is still on the Library's website and will continue to be updated by Youth Services staff with Leslie's assistance.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

The February 2020 Profit & Loss statement was not yet ready pending County reports. The visitor numbers from the laser counter in the Library's entry way were reviewed and discussed.

NEW BUSINESS

Personnel Policy

Laurie reviewed suggested revisions to the Personnel Policy Manual addressing the following areas:

- Redefining employee types (Section 5.03) to clarify regular and substitute staff and to add a new category of "contract" employee.
- Clarifying unpaid leave (Section 8.05) and which types of employees are eligible for which types of leave.
- Revising entire personnel policy manual to update and change from "for good cause" to "at will" per the recommendation of the Library Attorney.

MSC Fred Henley moved and Barbara Sharp seconded to approve the revisions to the San Juan Island Personnel Policy Manual as presented. Carried.

New Paid Family and Medical Leave Policy

Laurie presented a proposed new section to the Personnel Policy Manual, Section 8.13, that addresses the mandatory statewide insurance program that will provide all employees with paid time off to give or receive care. Laurie developed the draft wording for this proposed new section that was included in the Board Report utilizing language provided by the State as well as examples from other libraries. At the Board's request, Laurie will submit this draft language for attorney review and bring back to the Board for approval at the next meeting.

Pandemic Discussion

In light of the current coronavirus outbreak, Laurie distributed a proposed new section 5.10 Epidemic and Pandemic Response Plan, for the Library's Operations Policy Manual. After discussion, it was agreed by the Board to immediately incorporate this new section into the policy manual as presented with some minor edits and then further revise as needed going forward. The Board also discussed the potential impacts of the COVID-19 pandemic on the building campaign and planned bond measure. It was agreed to keep moving forward with these projects but to revisit this topic at each future Board meeting.

MSC Barry Jacobson moved and Mark Madsen seconded to accept the proposed new Section 5.10, Epidemic and Pandemic Response Plan for the San Juan Island Library's Operations Manual as amended. 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.

Mark called for the Executive Session to begin at 4:40 pm for a period of 30 minutes. The Executive Session ended at 5:10 pm. No action was taken during the session. The Board returned to public session.

ADJOURNMENT

President Mark Madsen adjourned the meeting without objection at 5:10 pm.

Respectfully submitted:

Board Secretary

Approved:

Board President