

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
April 14, 2020

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

Members Absent: none

Staff Present: Laurie Orton, Leslie Baker, Floyd Bourne, Carrie Lacher

FOL Present: none

Guests: none

Visitors: Beth Helstien, Judy Henley

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

Public Access: no email comments/questions received

Agenda Approval:

MSC Barry Jacobson moved and Barbara Sharp seconded to accept the agenda as presented. Carried.

Approval of Board Minutes of March 10, 2020 regular meeting

MSC Fred Henley moved and Barbara Sharp seconded to approve the minutes of the March 10, 2020 regular meeting as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: April 1, 2020 FOL meeting was cancelled, Laurie emailed information to FOL about the Library Board's Zoom meeting; currently FOL meetings are on abeyance; delegate to next meeting FOL May 6th – Mark Madsen will attend if the meeting is held virtually.

Approval of Bills:

MSC Barry Jacobson moved and Barbara Sharp seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 03/24/2020**, in the amount of \$9,627.62. Carried.

MSC Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 03/16/2020** in the amount of \$12,557.20. Carried.

MSC Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 03/30/2020** in the amount of \$20,054.85 pending Director approval. Carried.

MSC Fred Henley moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 04/13/2020** in the amount of \$13,111.47 pending Director approval. Carried.

MSC Barry Jacobson moved and Barbara Sharp seconded to affirm the **March 2020 Payroll** dated March 24, 2020, in the amount of \$65,603.84. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also gave additional information regarding the Families First Coronavirus Response Act.

Assistant Director/Adult Services Manager Report (Leslie Baker)

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

- Library's website is being consistently revised and updated; most recently added information regarding staff recommendations and reader's advisory;
- staff training – activities regarding various online databases; scavenger hunt through the Library's website which may be offered in a revised format to the public with prizes;
- getting more public use of AcornTV and NYTimes online access; the Ancestry database is no longer limited to in-library usage.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Circulation Report

Sue's written report was noted.

Financial Report (Carrie Lacher)

The March 2020 Profit & Loss statement was emailed. It was noted the State Auditor's Office was working on legislative approval of a deferred submission date for the annual report. Quarterly Use Tax payment has also been deferred by the State. The Library's four-year SAO audit did not yet have a firm start date but will also likely be deferred.

NEW BUSINESS

Pandemic Discussion

Laurie reviewed events:

- staff started primarily telecommuting on March 17;
- Floyd has been doing a great job getting necessary equipment and access to all staff in order to be able to work remotely and has also been assisting with Zoom;
- Leslie has been doing a great job regarding the website and online resources; website revamped for the duration of the closure;
- have been adding in other activities and services as circumstances unfold:
 - Youth Services staff offering three online story times;
 - Staff training and webinars;

- online ecards for virtual access for new patrons during the closure;
- been getting great response from public regarding additional access and online resources;
- working on providing adult programs virtually;
- all regular staff continue working behind the scenes with some work being done in the building on a staggered basis;
- first Zoom staff meeting was held two weeks ago with a second one planned;
- daily morning check-in by email for all staff to touch base;
- staff coordinates by email who will be in the building so only one at a time;
- staff also keeping an eye on the physical building, Green Man continuing with landscape maintenance, and CMS working on deep cleaning;
- Floyd checking the general voice mailbox;
- Sue, Pat, and Leslie all are checking general Library emails and answering questions;
- Governor's proclamations and timeline:
 - April 24th – first stay home order;
 - May 4th – 2nd stay home order;
 - June 13th – protecting high-risk employees;
 - library building will now be closed until “further notice” and then slowly adding services;
 - any plan for reopening would be done in tandem with public schools, County Public Health, and informed by decisions of other libraries in the State.

New Library Project:

- Board agreed to not have a bond ballot measure on the November 2020 ballot as it is no longer the right year to add a new tax to fund a library building in light of the public health emergency;
- because of the voter turnout requirement for a bond measure, likely 2021 would also not be the right year; therefore, 2022 would be the next feasible opportunity for a ballot measure;
- discussion of acquisition arrangements of potential properties; could still be working on property acquisition and fundraising even in absence of a targeted date for a ballot measure;
- Laurie communicated to OCMI about the current pandemic situation and asked them to stand down regarding any work on the new facility plan;
- Laurie noted that the Library would not be applying for the State capital grant;
- Development Director position was advertised and two responses were received during the closure; Laurie will let the applicants know the Library is postponing the new building process and may revisit in 2021; Board agreed to review this topic again after the Library reopens;
- Laurie will also contact the bond attorney and bond financial planner that the building project is now deferred and their services are also deferred.

County Levies and 2020 Budget

Laurie introduced the topic of potential cash flow issues due to the countywide financial impacts of the public health emergency. It was noted that the County Treasurer has

approved some delays in property tax payments, which could impact when tax revenue funds are received. Laurie asked that she have approval to move funds from reserve to operating as needed to cover cash flow.

MSC Fred Henley moved and Barbara Sharp seconded to allow Director Laurie Orton to temporarily transfer additional funds from general reserves to operating funds as needed. 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 4:10 pm for a period of 10 minutes. The Executive Session ended at 4:20 pm. No action was taken during the session. The Board returned to public session.

MSC Karen Vedder moved and Barbara Sharp seconded to withdraw the current offer to purchase real estate. Carried.

ADJOURNMENT

MSC Fred Henley moved and Barbara Sharp seconded to adjourn the meeting at 4:21 pm. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President