

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
May 12, 2020

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

Members Absent: none

Staff Present: Laurie Orton, Floyd Bourne, Carrie Lacher

FOL Present: Don Hendrix

Guests: none

Visitors: none

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 April 14, 2020 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the April 14, 2020 regular meeting as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: TBD. Still in abeyance.

Don Hendrix reported:

- \$13,000 of \$15,000 membership goal achieved
- tax return for last year had been filed
- books being sold on eBay
- books being given away in large plastic bins outside the front of the Library; in the first week, 18 boxes of books had already been taken away by patrons. Puts books back in the hands of library users and saves on shipping of used books off-island; generating good will in the community. Don noted this action was taken based on a suggestion from Beth and Heidi. Don watched over the bins the first week and Margaret Barker was to take over soon. Also giving away digital media materials and planning to add more materials and topics such as gardening books.

Approval of Bills:

- MSC** Barry Jacobson moved and Barbara Sharp seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 04/22/2020**, in the amount of \$9,627.62. Carried.
- MSC** Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 04/27/2020** in the amount of \$8,701.68. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **1st Quarter Use Tax Due 05/11/2020** in the amount of \$81.74. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 05/11/2020** in the amount of \$10,208.38. Carried.
- MSC** Karen Vedder moved and Fred Henley seconded to affirm the **April 2020 Payroll** dated April 22, 2020, in the amount of \$62,483.38. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also noted that she spoke virtually to the League of Women Voters. Laurie also noted that 31 new eCards had been issued to date.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. The "defrocking" procedure for discarded Library items was briefly reviewed.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. The online readings by Youth Services Staff were also noted. Links to these videos are on the Library's website.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. The Library's WiFi that can be accessed from the parking lot is being well used by the community.

Circulation Report (Sue Vulgares)

No report for this meeting.

Financial Report (Carrie Lacher)

The April 2020 Profit & Loss statement will be emailed when the County reports have been received and reconciled.

NEW BUSINESS

Reopening Considerations

Laurie reviewed progress and concerns on this issue to date:

- made a first draft of a reopening plan to review with staff

- Library's plan will be revised to align better with the Governor's reopening plan and phases (<https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach>)
- Library Plan Phase 1: where we are at currently
 - all staff working remotely
 - closed to public
 - book drops closed
 - all services online
 - expect this to last through end of May
- Library Plan Phase 2:
 - staff can start returning to the building to work
 - library building will stay closed to the public
 - there will be a lot for staff to do to prepare for the public
 - plan and make changes to the staff area to allow for social distancing to make it safe for staff
 - set up the main areas of the library to prepare for appropriate social distancing when open to the public
 - develop cleaning protocol for the library
 - prepare for new services that would be offered in Phase 3
 - will likely need 3 weeks to prepare for public
- Library Plan Phase 3:
 - Stage one:
 - start services outside the building
 - relies on virus mitigation plans
 - curbside holds pickup
 - accepting return of library materials
 - Stage two:
 - computer services by appointment
 - Stage three
 - start allowing a limited number of people in the building to browse; a number that will likely need to be monitored by staff
 - Board agreed that if situation is unsafe, Library can be closed
 - Laurie explained that scripts will be developed for staff to use
 - no sitting in seats/tables
 - Stage four
 - soft opening
 - reduced hours
 - special hours for vulnerable patrons
 - reduced seating areas with social distancing
 - may restart programs for small groups
- Library Plan Phase 4:
 - full reopening may be a "new normal"
 - may not have much seating or public computers
 - social distancing may still need to be observed
 - limited meeting room reservations
 - larger programs for the public

- Gradual increase in services and building access and use
- will be watching what San Juan County and State recommend
- Laurie has been reviewing and researching several sites and resources for suggestions and recommendations for reopening plans

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 3:36 pm for a period of 20 minutes. The Executive Session ended at 3:56 pm. No action was taken during the session. The Board returned to public session.

ADJOURNMENT

MSC Fred Henley moved and Barbara Sharp seconded to adjourn the meeting at 3:58 pm. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President