

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
June 9, 2020

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

Members Absent: none

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

FOL Present: Don Hendrix, President

Guests: none

Visitors: none

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

Public Access: Email received from patron Debbie Clausen regarding timing of curbside pickup; Laurie explained why the Library is currently not ready to provide this service but is working towards beginning June 23rd; Board expressed support of Laurie's current operational plan. Laurie will respond to the patron.

Agenda Approval:

Laurie asked to add agenda Item #10, 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.

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

Approval of Board Minutes of May 12, 2020 regular meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the May 12, 2020 regular meeting as submitted. Carried.

Friends of the Library (FOL)

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

Don Hendrix reported:

- Board member Cathy Crisanto stepping down; total Board membership down since FOL Annual Meeting could not be held as planned; FOL Board participation by Zoom only for some time yet;
- FOL's books and digital media give-away continuing in front of the Library; helps to get rid of backlog of books in storage; creates good will in the community;

planning to end this service approximately June 27th in anticipation of Library reopening;

- FOL budget continues to be healthy; profit & loss report shows FOL in the black though revenue down year-to-date; membership renewals continue to come in with \$13,320 received so far;
- online sales of books also continuing during the closure;
- will let Laurie know when first FOL meeting takes place so a Library Board member can participate.

Approval of Bills:

MSC Barbara Sharp moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 05/22/2020**, in the amount of \$9,627.62. Carried.

MSC Barry Jacobson moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 05/25/2020** in the amount of \$6,176.18. Carried.

MSC Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 06/02/2020** in the amount of \$4,808.14. Carried.

MSC Fred Henley moved and Barbara Sharp seconded to affirm the **May 2020 Payroll** dated May 21, 2020, in the amount of \$61,996.48. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. Laurie also noted:

- Beth's husband and Heidi's mother passed away during May;
- Leslie submitted her resignation letter with a last day of August 13, 2020; other staff will fill in as needed until Laurie can recruit and fill the Assistant Director position; will be a tough position to fill that will require a national search;
- Diana retiring effective June 30, 2020;
- Laurie answered questions regarding the Annual Public Library survey report that was included in the Board Report.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Leslie also noted:

- Boyd continues to create and offer adult program events using Zoom; an upcoming Zoom event on local geology already had 100 people registered;
- Library's 2019 annual report and spring community newsletter went out to all Island mailboxes.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. The online story times by Youth Services staff were also noted. The Board noted the huge job that went into readying Summer Reading Program kits that will be distributed to Island families.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Floyd noted the WiFi usage from the Library's parking lot remained high.

Circulation Report (Sue Vulgares)

No report for this meeting.

Financial Report (Carrie Lacher)

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

OLD BUSINESS

Reopening Considerations

Laurie reviewed progress and updated guidelines:

- Amendment to Pandemic & Epidemic Policy to add clarifying edits and a new paragraph to the Recovery Section stating that the Library's plans and safety measures for reopening (e.g., interim health and safety measures for staff and patrons) are covered by the Pandemic & Epidemic Policy;
- It was noted that potential staff exposure could likely impact service hours of the Library in the future; Laurie explained that the issue of impacts to the Library's reopening and services hours would be regularly addressed in communications to the public by various means including email, social media, signage, and the Library's website.

MSC Barry Jacobson moved and Fred Henley seconded to approve the amendment to 5.10.7 Recovery section of the Pandemic & Epidemic Policy as submitted. Carried.

- San Juan Island Library Phased Services Planning Guide for Staff:
 - Coincides with Governor's phases but Board suggested to modify wording of Library's "phases and stages" to "stages and steps" so as not to be confused with the Governor's phases;
 - Phase 4 – New Normal: Laurie cautioned that she does not yet know when library services and hours will go back to 100% normal;
 - There is not a legal requirement for a specific timeline for reopening; the Phased Services Planning Guide allows the Library to take into account staff workload and morale; important to take incremental steps; will be at least two weeks of first steps of offering returns and curbside pickup;
 - Important to be responsible stewards of the Library and its services;
 - Floyd reported that San Juan County Public Health Officer Dr. Frank James recommended to the SJ County Council that moving to Phase 3 be delayed by another week (approximately June 23rd).
- Interim Health & Safety Measures:
 - Under certain circumstances, such as materials return, patrons will be directed to enter the building via a certain exit but then exit via a different entryway;

- The Library will have masks to offer to the public at the beginning of the phased reopening but at some point it becomes the individual's responsibility;
- Currently working on how to get all relevant information out to patrons; rules will be posted at the building, signage, email blast, and shared to social media platforms and other local media; hope to have first steps out to local media by end of week;
- Staff safety considerations:
 - planning to install barriers (sneeze guards) in the staff area and around the front circulation desk; expecting installation to take place in approximately two weeks; made of glass rather than Plexiglas for durability and visual appearance;
 - looking at installing air scrubbers on ductless heat pumps to sanitize air that passes through the units to purify the air in the staff areas;
 - staggering schedules so people with workstations close to each other won't be working at the same time;
 - distributing masks, disposable gloves, and hand sanitizer to staff;
 - have set up a station for staff to check temperature and health upon arrival for their shift;
 - established protocols if a staff person is sick or has symptoms;
 - since the Library has signed up with Amazon Business Services and is considered an essential service, the Library now has better access and priority shipping for COVID related supplies;
 - will be additional costs for these changes and additional supplies; barriers estimated to cost \$10,000; Laurie has funds in prior years' budgets that can be utilized to help cover these costs; Laurie believes these changes are necessary for at least the next year or two to ensure safety of staff and patrons;
 - Laurie will be extending staff vacation hour annual carryover limits beyond year-end since people are currently not using their vacation hours due to COVID-related travel limitations.
 - would like to decrease amount of cash staff is handling as this can be a virus vector;
 - WHO recommends cashless payments whenever possible and to use gloves when handling cash;
 - to help reduce cash handling, Laurie would like to waive patron printing fees for a period of time; especially when the Library begins offering document printing services; Laurie estimated this would be a cost of approximately \$2,000; after three months, Laurie will provide update to Board;
 - only staff will be using printers for the next several weeks; will be frequent sanitizing between uses;
 - Board suggested a caveat that staff can determine a cap on printing.

MSC Barbara Sharp moved and Barry Jacobson seconded to authorize Director Laurie Orton to waive patron printing fees for a three-month period and

reserve the right to reject patron printing requests deemed unreasonable.
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 Madsen called for the session to begin at 4:07 pm. for a period of about 5 minutes. The session ended at 4:13 pm. No action was taken during the executive session. Public session immediately resumed.

ADJOURNMENT

MSC Fred Henley moved and Barry Jacobson Seconded to adjourn the meeting at 4:15 pm. Carried.

Respectfully submitted:

Board Secretary

Approved:

Board President