

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

Members Absent: Karen Vedder

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

FOL Present: none

Guests: none

Visitors: none

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 June 9, 2020 regular meeting

MSC Fred Henley moved and Barbara Sharp seconded to approve the minutes of the June 9, 2020 regular meeting as submitted. Carried.

Approval of Board Minutes of June 30, 2020 special meeting

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the June 30, 2020 special meeting as submitted. Carried.

Friends of the Library (FOL)

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

In absence of an FOL representative, Laurie reported:

- 30 boxes of donated books were given away by FOL during the Library building closure but that has now ended;
- FOL had been considering a genre-in-a-bag sale for the summer but have decided not to due to the ongoing pandemic challenges;
- planning to combine the cancelled April annual meeting with the upcoming October National FOL events and programs;
- considering a scarecrow contest around town in October;
- forming a communications team;
- recruiting new board members;

- FOL not accepting book donations at this time; Barbara suggested patrons can be redirected to making book donations to the Little Free Libraries around the island.

Approval of Bills:

- MSC** Fred Henley moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 06/10/2020** in the amount of \$8,092.40. Carried.
- MSC** Barry Jacobson moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 06/13/2020** in the amount of \$14,390.26. Carried.
- MSC** Fred Henley moved and Barbara Sharp seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 06/23/2020**, in the amount of \$8,595.05. Carried.
- MSC** Barbara Sharp moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 06/28/2020**, in the amount of \$9,135.96. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **2nd Quarter Use Tax dated 07/05/2020** in the amount of \$65.46. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 07/13/2020** in the amount of \$29,043.06 pending Director review. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to affirm the **June 2020 Payroll** dated June 23, 2020, in the amount of \$65,150.92. Carried.

REPORTS

Director Report (Laurie Orton)

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

- safety barriers were installed and shared on Facebook with positive feedback;
- shared a graph of holds placed on Washington Anytime Library items which increased dramatically at the time of shutdown and have stayed quite high;
- will be going ahead and posting the Assistant Director position; will be posted on the Library's website and shared to local and area newspapers and various professional library organization websites;
- curbside service has been a little challenging; requires all staff in building being available to assist with phones and patrons during the entire service period; very rewarding delivering books to people and patrons are very appreciative;
- short on staff – probably operating at about 60% staffing levels:
 - 3 subs have retired
 - 3 subs have not yet returned to work
 - one staff member retiring
 - another staff member will be resigning in August
 - other staff still regularly teleworking
 - results in fewer staff working in the building which impacts level of service
 - Leslie has been working on the complicated scheduling matrix
 - Library preparing for Phase 3 but will move into it cautiously
 - every time a new service is rolled out, it presents unanticipated challenges that need to be addressed

- volunteers have not yet come back to help in the Library; at the next staff meeting, will be discussing inviting them back – although many are in the high-risk category
- will be exploring hiring temporary staff but social distancing presents particular training issues
- Floyd ready to start computer services appointments; furniture removed and other furniture and public computers rearranged;
- Laurie also noted an email received from a patron disappointed with certain aspects of the Annual Report & Community Newsletter sent out in June;
- general Board discussion developed around staff morale and future visioning for the Library.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie’s written report was noted. Leslie also noted the great job Boyd (with Floyd’s assistance) has been doing with Zoom programs; the recent geology program had registration of 200 with 147 in attendance.

Youth Services Manager Report (Melina Lagios)

Melina’s written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd’s written report was noted. Floyd also reported that he has been working on making public computer access more streamlined and user-friendly.

Circulation Report (Sue Vulgares)

Sue’s written report was noted.

Financial Report (Carrie Lacher)

June 2020 Profit & Loss statement will be emailed when the County reports have been received and reconciled. Carrie also reviewed the 2019 Annual Report submitted to the State Auditor’s Office on June 15, 2020. The report is based on the 2019 Profit & Loss report presented to the Board earlier this year. The Annual Report is normally due at the end of May. Due to the pandemic, the deadline had been extended twice by the State Legislature.

ADJOURNMENT

MSC Fred Henley moved and Barbara Sharp seconded to adjourn the meeting at 3:55 pm. Carried.

Respectfully submitted:

Vice President

Approved:

Board President