

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
September 8, 2020

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

Members Absent: none

Staff Present: Laurie Orton, Floyd Bourne, Lisa Buckton, Carrie Lacher

FOL Present: none

Guests: Greg King

Visitors: none

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

Public Access: none

Agenda Approval:

Laurie asked to rearrange the order of agenda items to move up the Executive Session.

MSC Fred Henley moved and Barbara Sharp seconded to accept the agenda as amended. Carried.

Approval of Board Minutes of August 11, 2020 regular meeting

MSC Barry Jacobson moved and Barbara Sharp seconded to approve the minutes of the August 11, 2020 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, October 7, 2020, 4 to 6 pm, via Zoom.

Approval of Bills:

MSC Barry Jacobson moved and Barbara Sharp seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 08/25/2020**, in the amount of \$7,727.54. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 08/17/2020**, in the amount of \$25,070.45. Carried.

MSC Karen Vedder moved and Fred Henley seconded to approve payment of **Bills Due Period Ending 08/30/2020** in the amount of \$14,641.40. Carried.

MSC Fred Henley moved and Barbara Sharp seconded to affirm the **August 2020 Payroll** dated August 25, 2020, in the amount of \$62,311.39. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. Also of note:

- Reminded Board that they will need to start advertising and accepting applications for a candidate to fill Fred Henley's open Board position;
- Working on 2020 budget amendments and a 2021 proposed budget;
- Working on job restructuring among staff; currently have two open positions;
- Thank you letters going out to Fair donors; about \$30,000 was ultimately raised;
- Looking at necessary changes that may be needed to continue curbside services through fall and winter and other challenges of COVID-19 restrictions and related patron behaviors.

Assistant Director/Adult Services Manager Report

No report for August.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie explained LibraryAware is a software program that staff uses for library-related publicity and outreach.

IT Administrator Report (Floyd Bourne)

Floyd's written report and included circulation stats were noted.

Circulation Report (Sue Vulgares)

No report for this month.

Financial Report (Carrie Lacher)

August 2020 Profit & Loss statement will be emailed to Board members when the County financial reports have been received and reconciled.

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 the Executive Session to begin at 3:11 pm for a period of 55 minutes. The Board returned to public session at 4:10 pm. No action was taken during the Executive Session.

NEW BUSINESS

Use of Electronic Signature Policy

Laurie reviewed the proposed policy included in the Board Report that will allow for Board documents to utilize electronic signatures via the DocuSign online service.

MSC Barbara Sharp moved and Fred Henley seconded to approve adding Policy 2.1.13 Use of Electronic Signatures Policy to the San Juan Island Library Operations Policy Manual as presented. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to approve Resolution #1-2020 to Establish a Method and Process for the Use of Electronic Signature Technology. Carried.

ADJOURNMENT

MSC Barry Jacobson moved and Barbara Sharp seconded to adjourn the meeting at 4:35 pm. Carried.

Respectfully submitted:

DocuSigned by:

Karen Vedder

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Board Secretary

Approved:

DocuSigned by:

Mark Madsen

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Board President