

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
October 13, 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: Louise Lelevich

Guests: Daniel Gottlieb, Bond Attorney

Visitors: none

Call to Order: President Mark Madsen called the meeting to order at 3:02 pm.

Public Access: none

Agenda Approval:

Laurie asked to cancel the Executive Session as any discussion regarding the property acquisition will now take place in public session.

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

Approval of Board Minutes of September 8, 2020 regular meeting

Barry Jacobson asked that the minutes be corrected to add "moved" to the adjournment motion.

MSC Barry Jacobson moved and Fred Henley seconded to approve the minutes of the September 8, 2020 regular meeting as corrected. Carried.

Approval of Board Minutes of September 22, 2020 special meeting

MSC Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the September 22, 2020 special meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson, November 4, 2020, 4 to 6 pm, via Zoom.

FOL Board member Louise Lelevich reported on the following topics:

- FOL finances are currently stable; income coming in from online books sales and membership; already have received more than \$700 over projected in memberships;
- FOL newsletter went out in the mail to all Island mailboxes;
- mailing going out to the FOL membership to ask about authorizing notifications via email; this will be voted on at the FOL Annual Meeting;

- scarecrow contest in partnership with the Chamber of Commerce; already 15 businesses have signed up including Downriggers and the local hospital; the displays will be up through October 31st;
- purchased a software program to have the option of a virtual fundraiser; have started gathering donations for this fundraiser; planning to go live December 5th through 12th.

Approval of Bills:

- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 09/09/2020**, in the amount of \$8,545.91. Carried.
- MSC** Barry Jacobson moved and Barbara Sharp seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 09/23/2020**, in the amount of \$8,593.18. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to approve payment of **Bills Due Period Ending 09/28/2020**, in the amount of \$12,762.24. Carried.
- MSC** Barbara Sharp moved and Karen Vedder seconded to approve payment of **Earnest Money for 660 Spring St. Property Acquisition dated 09/29/2020** in the amount of \$40,000.00. Carried.
- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **3rd Quarter Use Tax dated 10/11/2020** in the amount of \$78.33. Carried.
- MSC** Fred Henley moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 10/12/2020** in the amount of \$13,132.96 pending Director Approval. Carried.
- MSC** Karen Vedder moved and Barry Jacobson seconded to affirm the **September 2020 Payroll** dated 09/23/2020, in the amount of \$56,188.67. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie reported on the following topics:

- Governor Inslee has updated the Safe Start guidance for public libraries in Phase 2 counties; libraries can plan to reopen at up to 25% capacity; the SJI Library will be planning on adjusting services rather than expanding services as we move forward; a potential start date in November is being worked on; Mark suggested a press release with an explanation of next steps and to keep the Board apprised; Laurie and Lisa will be working on communications with the public; Board urged and supported caution on next steps.
- It was verified by West Mechanical that public restrooms do vent to the outside.
- Cart of books for browsing during curbside service times has been well received by patrons.
- Announcement on Facebook about property acquisition was overwhelmingly positive; Mark suggested that Board could keep an eye on social media and concerns and questions from the public; discussion developed on answering questions from patrons; any concerns can be directed to Laurie and/or Mark.

Assistant Director/Adult Services Manager Report (Lisa Buckton)

Lisa's written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

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)

September 2020 Profit & Loss statement was emailed. Carrie noted new budget lines set up for the Library by the County: revenue line for receipt of CARES funds and an expenditure line for Buildings & Structures for the payment of the earnest money payment.

NEW BUSINESS

Property Purchase

Mark Madsen introduced Daniel Gottlieb, Bond Attorney. Mark also noted that the October 27th special meeting will have an agenda item to approve a financing option.

Mark further noted:

- Sellers of 660 Spring St. accepted offer as written with no changes or amendments.
- Purchase and sale must be concluded by end of year.
- Once property is owned by the Library, the Library will have access to the property for assessments, maintenance, and potential use for library services.
- Two contingencies with deadlines:
 - Early November – feasibility contingency; Allied8 working with surveyors and research on the title and other issues
 - End of November – financing must be finalized
- Mark gave a presentation on possible financing options. This presentation will be available on the Library's website. Highlights include:
 - taking out a non-voter approved, limited obligation bond with interest-only payments through the end of 2023 that would be paid out of the Library's operating budget; then the Library would plan to go to the voters in 2022 for a voter-approved bond for construction and paying off the limited obligation bond;
 - Library currently carries no long term debt so under State law the Library can finance the purchase with a non-voter approved bond;
 - bond is backed by property tax levy revenue not by the property itself;
 - if long term bond not approved by voters in 2023, financing strategy would need to be revised or property could be sold and short term bond could be paid off with proceeds;
 - two commercial bond/loan options have been proposed by local commercial banks; fees from the two banks do differ.

Board discussion ensued on the possible options and related bank fees. The consensus was to pursue the option with Lender One (Islanders Bank) and obtain a letter of commitment to vote on and finalize at the October 27th special meeting. There will be other on-going maintenance costs to consider.

Benefits Discussion

Barry Jacobson introduced the topic of providing additional mental health benefits for Library staff due to the continuing COVID-19 crisis in the form of an Employee Assistance Program. Discussion ensued regarding potential options of providing additional support to staff during this challenging time.

2016-2019 Audit Update

Carrie reported that the Library had been contacted by the State Auditor’s Office regarding the accountability audit for Fiscal Years 2016-2019. A tentative Audit start date for the first week of December has been set with requested documents due to the their offices by November 30th. The Board okayed signing of the engagement letter by Laurie and Carrie. Mark Madsen and Barbara Sharp agreed to attend a possible entrance conference via phone or Zoom. Carrie will communicate this information to the Auditors and will act as the Audit contact.

Moving Expenses Reimbursement

Laurie reviewed that she had discussed and Mark Madsen agreed to offer reimbursement of moving expenses to Lisa as a term of employment given her acceptance of an administrative position with the Library and that her move was cross country. This Board meeting was Laurie’s first opportunity to bring this item to the Board for their review and approval.

MSC Fred Henley moved and Barry Jacobson seconded to approve the reimbursement of moving expenses to Lisa Buckton in the amount of \$5,000. Carried

Trustee Recruitment

Laurie asked to turn over the Trustee recruitment task to the Board. Barry Jacobson and Barbara Sharp agreed to take on this task and report back to the Board.

ADJOURNMENT

MSC Barry Jacobson and Barbara Sharp seconded to adjourn the meeting at 5:10 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