

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
November 10, 2020

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

Members Absent: none

Staff Present: Laurie Orton, Lisa Buckton, Carrie Lacher

FOL Present: Stan Mayhew

Guests: none

Visitors: none

Call to Order: President Mark Madsen called the meeting to order at 3:03 pm.

Public Access: none

Agenda Approval:

MSC Karen Vedder moved and Barbara Sharp seconded to accept the agenda as submitted. Carried.

Approval of Board Minutes of October 13, 2020 regular meeting

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

MSC Fred Henley moved and Barry Jacobson seconded to approve the minutes of the October 13, 2020 regular meeting as corrected. Carried.

Approval of Board Minutes of October 27, 2020 special meeting

Barry Jacobson asked that in the Title Report discussion the word “matt” be changed to “map.”

MSC Fred Henley moved and Barbara Sharp seconded to approve the minutes of the October 27, 2020 special meeting as corrected. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, December 2, 2020, 4 to 6 pm, via Zoom.

FOL Board member Stan Mayhew reported on the following topics:

- Completed scarecrow contest in conjunction with Chamber of Commerce; 25 entries, 200 people voted; very successful; working with Chamber was successful; the scarecrow displayed in front of Cask & Schooner won first place and it was to be auctioned off with proceeds donated to the Food Bank;
- purchased a software subscription for hosting a virtual fundraiser; have started gathering donations; planning to go live for bidding December 5th through 12th; so

far have about 35 items for auction; assembling an online catalog; info and link will be on the Library's website;

- temporarily suspended receiving book donations due to lack of storage space as have not been able to host any book sales due to the shutdown.

Approval of Bills:

MSC Barbara Sharp moved and Barry Jacobson seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 10/23/2020**, in the amount of \$8,423.23. Carried.

MSC Fred Henley moved and Karen Vedder seconded to approve payment of **Bills Due Period Ending 10/26/2020**, in the amount of \$13,025.72. Carried.

MSC Barry Jacobson moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 11/02/2020** in the amount of \$10,873.77. Carried.

MSC Fred Henley moved and Barry Jacobson seconded to affirm the **October 2020 Payroll** dated 10/23/2020, in the amount of \$58,222.46. Carried.

REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted. In addition, Laurie reported on the following topics:

- back in September, Laurie signed a contract with the ELL instructor (not to exceed \$3600); ELL classes have been ongoing via ZOOM;
- three staff positions currently open; two are being advertising with the third possibly being advertised in January 2021.

Assistant Director/Adult Services Manager Report (Lisa Buckton)

Lisa's written report was noted.

- getting up to speed on different aspects of Library functions;
- working with Boyd on his retirement transition in addition to overlapping with a new person;
- working on job restructuring with Laurie;
- Lisa participated in the Youth Service's "Trick or Book" event in partnership with the Family Resource Center that was wonderfully successful.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Youth Services position currently being advertised is for an associate to work with Melina and expands the position vacated by Kathy's retirement.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

October 2020 Profit & Loss statement was emailed. Carrie and Laurie have continued to work on assembling documents for the upcoming 2016-2019 SAO Audit.

OLD BUSINESS

Trustee Recruitment

Barbara Sharp reported that one application had been received to date. Barry Jacobson reported that Lisa assisted in getting information out to the local media. Deadline for application is November 20th. Applications will be reviewed at November 24th special meeting. Information will also be added to the email blast going out to patrons regarding job openings at the Library. Information has also been added to the website and shared with FOL.

NEW BUSINESS

Property Feasibility Studies Review

Laurie reported that David Doughman, Library Attorney, had a few questions that Laurie has been working with Allied8 to address:

- questions about plat were answered by Scott Mapstead;
- easement for neighboring property: after researching, with Karen Vedder's assistance, it was decided that this was for ingress only and not an issue;
- encroachment: a building in NW corner is about 6 ½ feet across property line; David and Laurie suggest best not to address at this point in time but may send letter to grant permission of use;
- gravel road will be added to survey;
- lease agreements: Laurie contacted prior lessee who stated via email that this lease is complete; owners said no other standing leases;
- Feasibility Report: word missing in last sentence of the report – “these encumbrances do NOT pose a risk”; a corrected document has been sent to Laurie;
- Environmental Report: low grade asbestos in some of the building; when the building is demolished, the materials will be properly disposed of at that time; less than 1% asbestos composition; summary letter was emailed to all Board members.

MSC Fred Henley moved and Karen Vedder seconded to accept the Feasibility Studies as submitted and waive the feasibility studies contingencies with the sellers of 660 Spring Street.

Mark Madsen reported that he and Karen Vedder signed the bond paperwork last week. Closing paperwork on the bond set to be completed next week and wire transfer instructions have been provided to the bank and to the County Treasurer. Money is expected to be received in the Library's account prior to Thanksgiving.

Resolution #4-2020 – Renaming the Bond Fund and the Construction Fund of the District

MSC Barbara Sharp moved and Barry Jacobson seconded to approve Resolution #4-2020 renaming the Bond and Construction Funds of the San Juan Island Library. Carried.

Reopening Plans for December

Laurie updated the Board on possible plans:

- the situation is in flux regarding COVID in the State of Washington and in the County; watching what other libraries in the area have been doing; some opened

for limited browsing but have since been shutting down in the face of rising case numbers.

- short on staff due to family situations with several staff members; haven't replaced some staff; some staff have health issues; may need to wait until January for limited browsing but going ahead with plans to get ready as soon as possible;
- will still plan to switch to window curbside pickup soon keeping current curbside service hours but currently will wait for indoor browsing; window pickup will be at a window in the teen area with a ledge outside and a temporary counter/work station for staff inside;
- Board agreed to and supported Laurie's recommended reopening plans as discussed.

Director's Annual Evaluation

Barry Jacobson suggested the timing should be pushed into 2021 given all that is going on. Policy manual stipulates a review should take place on or about the hiring anniversary date so Barry suggested deferring to February for any further discussion. Mark suggested an abbreviated review for 2021 in order to address any salary changes and save other evaluation elements until possibly later in the year. Laurie has also suspended formal evaluations of staff due to the extraordinary situation of the on-going pandemic. The Board agreed to this plan.

2021 Budget Draft

Mark Madsen reported on the recent San Juan Island Community Foundation's Board meeting that included a project update from the Library. Mark and Laurie attended this Zoom meeting that included potential key donors. Mark explained that the Library would be working on how the funding and fundraising would be accomplished including possibly hiring a development director and strategizing on a capital campaign including partnering with the Foundation. The presentation appeared to be well received and interest remains high.

Laurie noted that she is still working on the draft 2021 Budget. Monday, November 16, at noon, there will be a budget work session; November 24 special meeting at 3 pm; and a Budget Hearing at noon on November 30th. Laurie will email a draft budget by Sunday, November 15 to the Board.

Laurie raised the issue of costs related to completing Phase 1 studies for an anticipated cost of approximately \$12,000:

- completion of survey;
- more project management from Allied8;
- geotechnical reports needed;
- Phase 2 study will be more conceptual with preliminary architectural designs – Board agreed to postpone Phase 2 until 2022 with an estimated cost of about \$10,000;
- asking Greg King for estimated utility costs on new property;
- maintenance of property costs;

- Enduris will be making significant changes in all types of insurance coverages but Laurie is seeking an estimate for costs of coverage on new property.

ADJOURNMENT

MSC Barry Jacobson moved and Barbara Sharp seconded to adjourn the meeting at 4:15 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