

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Special Meeting and Budget Work Session
via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
November 24, 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: Don Hendrix, Stan Mayhew

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

OLD BUSINESS

Property Acquisition

Laurie provided an update:

- bond proceeds have been received by the Library;
- wire transfer happened on schedule on Friday, November 20;
- next step will be to finish up on the contingencies and close on the property;
- Mark and Laurie will follow up with Greg King after the Thanksgiving holiday.

Paid Family & Medical Leave Policy

Laurie explained that this policy had first been brought to the Board back in March 2020. The policy has now been reviewed by the Library Attorney and there are currently staff that need to utilize this leave type. The text of the proposed policy was by and large taken from the State of Washington website: paidleave.wa.gov. The Library had previously opted to pay the employee portion of the premium and the employer's portion is optional for the Library.

MSC Barbara Sharp moved and Fred Henley seconded to approve adding Policy 8.13 Paid Family & Medical Leave to the Personnel Manual of the San Juan Island Library. Carried.

Staff Benefit

Laurie reported that she has been working with the Library Attorney on what the Library might be able to offer. Currently the Library policy does not allow for additional bonuses for past work. Laurie has asked the Library Attorney to develop a proposed policy that could be utilized in the future to give the Board the option of granting a bonus for prospective work. Additional information will be provided at the December 8th Board Meeting.

2021 Budget Work Session

Laurie distributed to the Board via email an updated draft 2021 Budget. Laurie led the Board through a review of this latest draft including revenue and expenditure lines.

Highlights included:

- Laurie has discussed the FOL donation with the Friends; can plan on receiving \$25,000 in unspent funds from the 2020 pledge; but 2021 FOL funding is not currently stable due to the ongoing COVID shutdown so agreed to consider a \$12,000 donation for 2021 that could possibly be changed later in the year; FOL will be having a Board meeting on Friday to discuss their budget;
- \$100,000 transfer in from General Reserves;
- \$50,000 could possibly be brought in from Dedicated Reserves later in 2021;
- Laurie also provided an estimated budget for the Spring St. property including projected costs such as insurance, utilities, and maintenance;
- several reductions in the budget lines for operating costs including cuts to the collection, supplies, and professional services;
- expected 2020 budget amendments to carry over unspent funds from 2019 and 2020 into 2021;
- discussion developed regarding long term plans for future necessary levies;
- Board agreed to the 2.4% COLA to acknowledge the hard work of the staff;
- proposed staff changes Laurie believes are essential to the adequate functioning of the Library;
- Discussion regarding the new property acquisition putting an unplanned strain on the budget - this will require that fundraising must begin as soon as possible in 2021 before the unlimited bond is voted on and actual construction begins;
- Development Director costs had not been included in the proposed 2021 budget; discussion developed on how to fund this position and the timing of recruitment;
- Laurie will revise this 2021 Budget draft for presentation of the final budget at the Budget Hearing on November 30th.

NEW BUSINESS

Executive Session: RCW 42.30.110(h) - to evaluate the qualifications of a candidate for appointment to elective office

Mark Madsen called for an Executive Session to begin at 4:00 pm for a period of 10 minutes. Session ended at 4:14 pm. No action was taken.

ADJOURNMENT

MSC Barry Jacobson moved and Barb 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