

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

Members Absent: Mark Madsen

Staff Present: Laurie Orton, Lisa Buckton, Carrie Lacher

FOL Present: Don Hendrix

Guests: Becki Day

Visitors: none

Call to Order: Vice President Barry Jacobson called the meeting to order at 2:35 pm.

Public Access: none

Agenda Approval:

Laurie asked to add the item of Board Officers under New Business following the budget amendment topic.

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

Approval of Board Minutes of November 10, 2020 regular meeting

MSC Fred Henley moved and Karen Vedder seconded to approve the minutes of the November 10, 2020 regular meeting as submitted. Carried.

Approval of Board Minutes of November 16, 2020 budget work session

MSC Barbara Sharp moved and Fred Henley seconded to approve the minutes of the November 16, 2020 budget work session as submitted. Carried.

Approval of Board Minutes of November 24, 2020 special meeting

MSC Fred Henley moved and Barbara Sharp seconded to approve the minutes of the November 24, 2020 special meeting as submitted. Carried.

Approval of Board Minutes of November 30, 2020 special meeting/public hearing

MSC Fred Henley moved and Karen Vedder seconded to approve the minutes of the November 30, 2020 special meeting/public hearing as submitted. Carried.

Friends of the Library (FOL)

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

FOL Board President Don Hendrix reported on the following topics:

- membership donations still coming in;

- book donations from the community were on hold due to storage and shipping issues; have been working with Discover Books for a pickup of book donations later this week; once that happens, FOL will start accepting book donations again;
- FOL approved a contribution to the Library's 2021 budget;
- online auction still ongoing with bids being placed; auction link still available to FOL for a year so FOL may do another auction; local Soroptimists were very helpful in setting up the online auction.

Approval of Bills:

- MSC** Barbara Sharp moved and Karen Vedder seconded to approve payment of **PEBB Insurance & LifeMap Assurance Premiums dated 11/22/2020**, in the amount of \$8,424.15. Carried.
- MSC** Fred Henley moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 11/16/2020**, in the amount of \$13,555.45. Carried.
- MSC** Karen Vedder moved and Barbara Sharp seconded to approve payment of **Bills Due Period Ending 11/30/2020** in the amount of \$13,008.39. Carried.
- MSC** Fred Henley moved and Barbara Sharp seconded to affirm the **November 2020 Payroll** dated 11/23/2020, in the amount of \$56,647.77. Carried.

REPORTS

Director Report (Laurie Orton)

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

- spoke with Greg King about closing on the property; working on a schedule for the closing; Library Attorney will need to review documents; determining timing of transferring funds out of investments into operating funds; Laurie is on stand-by but will follow up and inform the Board; no ETA at this point in time;
- phased reopening continues to be based on the Governor's guidelines.

Assistant Director/Adult Services Manager Report (Lisa Buckton)

Lisa's written report was noted. In addition, Lisa reported that the Library had just hired a new Adult Programs Associate to replace Boyd who will be retiring. Genevieve Iverson will be starting mid-December; she has a great background in books-related marketing and public relations.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie noted that the new patron pick-up window in the Teen Area is nearing completion.

Financial Report (Carrie Lacher)

November 2020 Profit & Loss statement will be emailed. Carrie gave a progress update on the 2016-2019 SAO Audit. Board agreed that a formal entrance conference was not

necessary and Carrie will let the SAO audit lead know it was okayed for her to email the entrance packet to the Board members. An Exit Conference with the SAO auditors, however, will be necessary and hopefully will take place before the end of the year. Laurie agreed to be available for this conference while she is on vacation.

OLD BUSINESS

Benefits Discussion

Laurie explained the Library Attorney recommended that a new section be added to the Compensation Section of the Personnel Manual: 6.03 Discretionary One-Time Payment;

“In exceptional cases, the Board of Trustees in its sole discretion may approve an additional discrete payment for one or more Library employees. Examples of exceptional cases that the Board may consider in approving such a payment include an employee consistently demonstrating exemplary performance or employees working in or on Library property during a public health emergency where doing so could jeopardize their health or the health of their families or households.”

MSC Fred Henley moved and Karen Vedder seconded to approve adding Section 6.03 Discretionary One-Time Payment to the San Juan Island Library Personnel Policy Manual. Carried.

Policy 8.02.8 – Vacation Scheduling Exception for 2020

Laurie explained that the vacation accrual requirement of limiting eligible staff to a one-year carryover of accrued, unused hours was suspended for 2020 due to the unusual pandemic circumstances. Laurie first reviewed this issue with the Board at the June 9th Board meeting. It was suggested that the Board could review the issue again at the end of 2021, if needed.

MSC Karen Vedder moved and Fred Henley seconded to authorize the Library Director to allow an exception to Section 8.02B of the Personnel Policy Manual so that staff can carry over accrued vacation hours from 2020 to 2021 in excess of one year. Carried.

NEW BUSINESS

2020 Budget Amendments

Laurie reviewed the recommended 2021 Budget Amendments:

- Attachment A details the changes for specific budget lines including revenues and expenditures for a new 2020 total budget of \$4,095,772;
- summary of budgets for all funds;
- Resolution 7-2020 amends the 2020 Budget for all Library funds per the details presented in Attachment A.

MSC Barbara Sharp moved and Karen Vedder seconded to approve Resolution 7-2020 with Attachment A amending the 2020 budget. Carried.

Board Officers

Laurie provided an updated schedule of Board appointments, terms, and officer positions in consideration of Fred Henley’s term ending at the end of the year.

MSC Barbara Sharp moved and Fred Henley seconded to accept the following officer positions for 2021: Barry Jacobson, President; Karen Vedder, Vice President; Mark Madsen, Secretary. Carried.

Trustee Candidate Interview

Barbara Sharp had let the Board know that two applications were received but one was withdrawn. The remaining candidate, Becki Day, agreed to an interview and received the interview questions in advance. Fred decided to recuse himself from the process. After introductions, the Board asked Becki several questions addressing the role of a Trustee and the future of the Library in the community.

EXECUTIVE SESSION – RCW 42.30.110(1)(h) – To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

Barry Jacobson called for the Executive Session to begin at 4:23 pm for a period of 5 minutes. The session ended at 4:29 pm. No action was taken during the session. Public session was resumed at 4:30 pm. Barbara Sharp agreed to contact Becki with the Board’s decision and will let the rest of the Board know of her decision.

MSC Barbara Sharp moved and Karen Vedder seconded to recommend to the San Juan County Council that Becki Day be appointed to the open position on the San Juan Island Library Board of Trustees. Carried.

Farewell to Fred

The Board wished Fred Henley hail and farewell in his retirement from the Board of Trustees. Fred related some of the highlights of his volunteer experience at the Library starting with shelving in 1988, serving on the Board of the Friends for many years, and then 14 years ago was appointed to the Library Board. Board members and staff offered their deepest thanks and appreciation for his dedication, reliability, and hard work.

ADJOURNMENT

MSC Karen Vedder moved and Fred Henley seconded to adjourn the meeting at 4:40 pm. Carried.

Respectfully submitted:

DocuSigned by:
Mark Madsen
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Board Secretary

Approved:

DocuSigned by:
Barry Jacobson
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Board President