

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
January 12, 2021

Members Present: Becki Day, Barry Jacobson, Mark Madsen, Barbara Sharp, Karen Vedder

Members Absent: none

Staff Present: Laurie Orton, Rowan Buckton, Carrie Lacher

FOL Present: Don Hendrix, President

Guests: none

Visitors: Beth Spaulding

Call to Order: President Barry Jacobson 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 December 8, 2020 regular meeting

MSC Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the December 8, 2020 regular meeting as submitted. Carried.

Approval of Board Minutes of January 6, 2021 special meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the January 6, 2021 Special Meeting for the SAO Audit Exit Interview as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Becki Day, Wednesday, February 3, 2021, 4 to 6 pm, via Zoom.

FOL Board President Don Hendrix reported on the following topics:

- FOL had an online auction in December to generate donations using an online auction website; \$6094 generated;
- may utilize the donation software to do other types of fundraisers in 2021;
- working with Laurie to determine FOL contribution to the Library for 2021 including prior year commitments;
- have been discussing with Laurie utilizing one of the outbuildings on the new property for FOL storage; this could save them substantial annual storage fees;

- membership drive has been going very well; \$15,000 generated in membership so far; reflects well on the work of the staff keeping library services available during the pandemic;
- 15 pallets of books to ship to Discover Books; truck from Discover Books could not come up to Friday Harbor as planned but hoping to follow up in January.

Approval of Bills:

MSC Mark Madsen moved and Barbara Sharp seconded to approve payment of **bills included in the January 12, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$2,075,213.75. Carried.

Expense Claim Transmittals & Payroll to Approve

January 12, 2021

Date	budget year	Amount	general description	emailed
12/14/2020	2020	26,528.62	various	yes
12/16/2020	2020	4,724.64	W. Mechanical deposit	yes
12/21/2020	2020	1,992,171.50	property acquisition balance	yes
1/4/2021	2020	75.74	4th Qtr Use Tax	yes
1/4/2021	2020	16,369.98	various	yes
12/21/2020	2020	8,549.78	benefits	yes
12/28/2020	2020	12,877.71	various	yes
		2,061,297.97	total emailed summary	
1/11/2021	2021	13,915.78	various	new
		13,915.78		
Total bills to approve		2,075,213.75		

MSC Mark Madsen moved and Karen Vedder seconded to affirm the **December 2020 Payroll** dated 12/22/2020, in the amount of \$56,597.11. Carried.

REPORTS

Director Report (Laurie Orton)

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

- Becki Day's appointment to the Board was approved by the San Juan County Council at their January 12, 2021 meeting; Laurie will update the Board term spreadsheet accordingly and email out; Laurie will also meet with Becki to bring her up-to-date; a Library email has been set up for Becki; Rowan will work with Becki on website information; Barry Jacobson will follow up with Becki regarding any questions on Board procedures and business;

- Paint colors for public restroom area not quite accurate in the Board report;
- \$242.31 refunded by Chicago Title on closing fees for new property acquisition.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan's written report was noted. Rowan also reported on the following:

- She is now using a new first name: Rowan;
- Genevieve Iverson is new Adult Program Associate and is working on booking future programs; Rowan provided a brief biography for Genevieve;
- successful transition to curbside window pickup.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

December 2020 Profit & Loss statement will be emailed once the County has completed the 13th month and end of year reports have been received. Laurie noted the annual OPALCO capital credit check was received by the Library.

OLD BUSINESS

New Property Status Report

Laurie reviewed issues and updates regarding the Spring Street property:

UTILITIES:

- Transferred OPALCO account to the Library District
 - 3 OPALCO accounts—Laundromat, etc.
 - Electricity used for lights, heat (baseboard heaters in some rooms), power, water heater
 - Maybe turn off emergency lights/lower thermostat to save on electricity?
 - Automatically turns off in the summer
- Transferred propane account to the Library District
 - Name of propane vendor changed mid-year to Amerigas—all propane (no other types of gas), billing dates do not overlap
 - Annual billing came to ~\$34K
 - Use for main heating system
 - Converts to A/C in the summer
 - Seven units; only 3 are working
 - Propane for the kitchen was shut off
 - Could we cut back on usage?
- Escrow is notifying Town of Friday for water/sewer/gas change to Library District
 - There is currently no trash/recycling pickup
 - Only gardens in front of the building are watered

MAINTENANCE WORKER

- Laurie had a meeting with current maintenance worker to get an idea of what he's been doing, and how long tasks take
- Was being paid for 40 hours/week (5 days), but checks the building every Saturday and Sunday, too; arrives at 7 am, and stays until 4 pm.
- Duties:
 - Checks buildings every day—monitors meters and gauges for leaks, checks for weird smells, perimeter making sure buildings are safe and secure (3 hours, 6 days a week)
 - Checks for recurring leaks
 - Flat roof has waves in it, drain gets blocked, water flows from higher areas; ceiling/roof points are poking through, making holes
 - Gutters need regular cleaning out
 - There is a pressure system for water; a leak tripped the compressor so that it kept coming on—regularly checks the gauges to catch further problems
 - Numerous toilets were dripping; have all been fixed, and are flushed periodically
 - Landscape maintenance
 - Hand waters garden
 - Mows seven lawns
 - Prunes trees, weeds gardens, keeps looking neat
 - Mowing and watering takes a minimum of 15-20 hours/week in warm weather
 - Could install automatic sprinkler system or drip hose? In front, there is an outlet
 - Fire/alarm system
 - Checks doors and rooms for intruders, squatters
 - Build Fence?
 - Install security cameras? (\$300 web-connected security camera)
- Overarching mission—keep property safe (infrastructure), secure, and presentable
- Things he does not do:
 - Fire system inspection (done by local fire department)
 - Annual flushing of the water system)
- Laurie will work on a new job description, new days and hours, new pay plan, could vary with the seasons
- Laurie plans to consult Library Attorney regarding hiring process for this new position; Board agreed this should be a new staff position rather than a contract worker

INSURANCE (liability and property)

- Instead of \$15K estimate, when factoring square footage of all 4 buildings, new insurance cost estimate came to \$22K
- Could have gone cheaper, but would not cover replacement costs—NOT recommended

FOL STORAGE

- This possibility has been previously discussed by the Board
- FOL did ask if they could use the outdoor work shed structure
 - Need to check on integrity of this outbuilding
 - Add an addendum or Memorandum of Understanding to FOL contract and provide certificate of insurance

NEW SIGN

- Real estate sign is surplus, so the Library can keep it
- Laurie will get it measured and then figure out verbiage and graphics to put a new sign over the real estate sign such as “Future Site of New SJI Library Building”

Board asked for a tour of the new property and out buildings in the near future.

CLOSING REMARKS

Barry Jacobson mentioned and the Board concurred that this has been a challenging year for the Board and the staff and therefore suggests at the next meeting the Board could focus on a timeline for projects and procedures for the Library during 2021. Laurie will develop a suggested timeline to present.

ADJOURNMENT

MSC Barbara Sharp moved and Karen Vedder seconded to adjourn the meeting at 4:06 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