

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
February 9, 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: Margaret Barker

Guests: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:04 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 January 12, 2021 regular meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the January 12, 2021 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, Wednesday, March 3, 2021, 4 to 6 pm, via Zoom.

FOL Board member Margaret Barker reported on the following topics:

- Still receiving new memberships with most choosing the higher “benefactor” contribution rate;
- “hanging in there” with the budget although income is down; have made payment to the Library on unpaid prior years pledged annual contributions;
- new online Pop-Up sale until February 15th including books-by-the bag and gifts;
- still working on getting rid of extra books; hoping for some storage space on the new property;
- membership reminder letter is going out soon and then will work on business memberships;
- new board member: Beth Spaulding.

Approval of Bills:

MSC Karen Vedder moved and Barbara Sharp seconded to approve payment of **bills included in the February 9, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$50,960.58. Carried.

Expense Claim Transmittals & Payroll to Approve

February 9, 2021

Date	budget year	Amount	general description	emailed
1/15/2021	2021	9,862.13	benefits	yes
1/19/2021	2021	3,754.09	various	yes
2/1/2021	2021	37,344.36	various	yes
		50,960.58	total emailed summary	

MSC Barbara Sharp moved and Karen Vedder seconded to affirm the **January 2021 Payroll** dated 01/24/2021, in the amount of \$54,597.71. Carried.

REPORTS**Director Report (Laurie Orton)**

Laurie's written report was noted. Laurie is working on timeline of projects for 2021 to be presented at the March meeting. In addition, Laurie reported on the following topics:

- Working on hiring of a maintenance worker for the Spring St. property:
 - job description has been written;
 - consulted with Library Attorney David Doughman;
 - Laurie will advertise the position for one week; position open until filled;
 - hoping to be able to fill the position quickly.
- Laurie will be going on vacation Friday, February 12th until the end of February.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- Rowan has advertised the open Collection Development/ILL & Safety coordinator position; information is on the website and has been advertised;
- New YA hire will be visiting the Library in person soon and has a lead on suitable local housing; interviews for this open position were done remotely.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie highlighted the new "transition collection" for early readers transitioning from Beginning Readers to Juvenile Fiction in the Children's Library that Melina has been organizing during the closure.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Carrie Lacher)

January 2021 Profit & Loss statement will be emailed once financial reports have been received from the County. Carrie also noted that the Library learned from the State Auditors that Library data provided to the SAO for the audit should not have been exposed during the recent hack.

NEW BUSINESS

Revise Policy 2.1.13 – Acceptance of Online Debit and Credit Card Payments

Laurie reviewed the recommended policy changes and explained the new credit card acceptance process with a transition to Square as the new credit card platform.

MSC Becki Day moved and Barbara Sharp seconded to approve the recommended revision to Policy 2.1.13 Acceptance of Online Debit and Credit Card Payments as presented. Carried.

Executive Session: RCW 42.30.110(g) – to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Barry Jacobson called for the Executive Session to begin at 3:28 pm for a period of 25 minutes. Public session resumed at 3:57 pm. No action was taken during the Executive Session.

Director's Annual Salary/Benefits

The Board agreed that Laurie's performance during 2020 was determined to be outstanding. The Board further agreed that 2020 and the next few years will be extraordinary in the light of ongoing COVID challenges plus the new property acquisition and development. Based on that, the Board is awarding the 1% longevity pay increase and is also increasing Laurie's base salary by \$3000 per year effective as of her 2021 anniversary date.

MSC Mark Madsen moved and Karen Vedder seconded to approve the annual 1% longevity pay increase for Director Laurie Orton effective as of her 2021 employment anniversary date. Carried.

MSC Becki Day moved and Karen Vedder seconded to increase Laurie Orton's per annum base salary by \$3000 as a merit increase per Section 4C of Amendment 2 of the Employment Agreement Between the SJI Library District and Laurie Orton dated September 11, 2018. Carried.

ADJOURNMENT

MSC Barbara Sharp moved and Mark Madsen seconded to adjourn the meeting at 4:08 pm. Carried.

Respectfully submitted:

DocuSigned by:
Mark Madsen
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Board Secretary

Approved:

DocuSigned by:
Barry Jacobson
3228D362B46B4AD...

Board President