

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
March 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, Valdi Bjarnason, Floyd Bourne

FOL Present: Judy Bentzen, Treasurer

Guests: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:03 pm.

Public Access: none

Agenda Approval:

Amendments: Add to new business – Approve ILS (integrated library system – Polaris) contract.

MSC Mark Madsen moved and Karen Vedder seconded to accept the agenda as amended. Carried.

Approval of Board Minutes of February 9, 2021 regular meeting

Karen recommended a reordering of the last two items in the minutes to more accurately capture the flow of business at the meeting.

MSC Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the February 9, 2021 regular meeting as amended. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Wednesday, April 7, 2021, 4 to 6 pm, via Zoom.

FOL Treasurer Judy Bentzen reported on the following topics:

- Jump Into Spring online sale coming up, fixed-price sale of various items; hope to generate about \$800; hoping to hold an online sale every couple of months to try and make up for lost Treasure Cove revenue while the building has been closed;
- New FOL board member – Kathy Ballard; Ben Troutman stepped away from Board due to time constraints;
- Postponing annual meeting until October and incorporating with National FOL Week; hopefully will be in-person with better attendance;
- SJL Community Foundation – earned about 13% on FOL's two funds.

Approval of Bills:

MSC Mark Madsen moved and Karen Vedder seconded to approve payment of **bills included in the March 9, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$48,592.31. Carried.

**Expense Claim Transmittals & Payroll to Approve
March 9, 2021**

| Date | budget year | Amount | general description | emailed |
|-----------|-------------|------------------|------------------------------|---------|
| 2/15/2021 | 2021 | 19,561.75 | various | yes |
| 2/21/2021 | 2021 | 9,696.12 | benefits | yes |
| 3/1/2021 | 2021 | 19,334.44 | various | yes |
| | | 48,592.31 | total emailed summary | |

MSC Barbara Sharp moved and Karen Vedder seconded to affirm the **February 2021 Payroll** dated 02/22/2021, in the amount of \$55,164.61. Carried.

REPORTS**Director Report (Laurie Orton)**

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

- Two staff members recently had deaths in the family;
- Laurie spoke to the Friday Harbor Kiwanis giving a general update on the Library and the Library's building project;
- Crazy ordeal with propane at 660 Spring St. property ahead of the February cold snap; big propane bill expected this month as the tanks were completely empty; Valdi and Laurie also had to find someone to restart the pilot lights; 7 units for HVAC but only one now in operation; this should be enough to keep a low level of temperature control in the building;
- Public Library Directors of Washington wrote a letter to Gov. Inslee's office asking to prioritize library workers for vaccines; haven't heard the results yet; Lopez Island Library plans not to reopen until all workers are fully vaccinated; Laurie also considering such a stipulation;
- Reconsidering May 1st partial reopening date until all staff are fully vaccinated; a few staff have currently had one or both vaccine shots; the Board agreed to wait and see if the vaccination rate will improve and communicate that target to the public;
- Laurie shared a couple of positive comments recently received on social media from patrons.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan's written report was noted. Rowan also reported that she just celebrated her six-month employment anniversary!

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. A new games and puzzle collection for patrons of all ages has already started circulating.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Barbara Sharp asked about the 95 patrons with high fine balances on overdue items. Floyd explained that patrons were not contacted until August 1, 2020 regarding overdue items due to the extended building closure. This issue will be addressed further when Sue Vulgares, Circulation Manager, has returned. Pat Gislason, Circulation Assistant, has worked hard to reduce the list of overdue items. Staff consensus on this issue was to not be punitive with patrons with outstanding balances to help maintain an open relationship with the community during the extended shut down. Laurie reported that billings were suspended until after one year to help patrons during this challenging period and may further consider waiving some replacement fees to ensure ongoing access to library services.

Financial Report (Carrie Lacher)

Carrie reported that updated Profit & Loss statements will be emailed to the Board once relevant financial reports have been received from the County.

NEW BUSINESS

Approve ILS contract

Floyd reviewed the proposed changes to the Polaris ILS contract and the costs of a Polaris Hosted Server. Comparison costs were included in the Board Report. Floyd recommended the on-site server to help with connectivity stability and cost savings; Floyd anticipated the server should have a usable life of seven years for Library use. Floyd also recommended approval of the five-year contract for the Polaris ILS. He noted that the Library is satisfied with Polaris to date – they continue to update their web services and customer support is good. The numbers provided by Floyd on the next page are an estimate and may be tweaked slightly in finalization. Server costs are anticipated to be a part of next year's budget.

SJLIB San Juan Island Library - Three to Five Year Renewal ESTIMATE (Requires Executive Approval)**Comparison of 5% annual increase versus 3.5% VERSUS 3% with new 3-5 Year agreement**

| <u>PRODUCT</u> | <u>CURRENT PRICE</u> | <u>CURRENT TERM</u> | |
|---|----------------------------|---|---|
| Polaris Core Bundle Maintenance – Public | \$5,437.82 | 4.1.21 THRU 3.31.22 | |
| Staff User Licenses Maintenance | \$5,161.15 | 4.1.21 THRU 3.31.22 | |
| eContent Integration Subscription Overdrive | \$1,320.62 | 4.1.21 THRU 3.31.22 | |
| Polaris Syndetics Subscription | \$761.77 | 4.1.21 THRU 3.31.22 | |
| Polaris PowerPAC Children's Edition | \$629.34 | 4.1.21 THRU 3.31.22 | |
| Polaris Community Profiles Maintenance | \$377.24 | 4.1.21 THRU 3.31.22 | |
| Polaris 3rd Party eCommerce Envisionware Year 3 of 3 | \$330.75 | 4.1.21 THRU 3.31.22 | |
| Polaris Outreach Services | \$251.50 | 4.1.21 THRU 3.31.22 | |
| Polaris Custom Services Reporting | \$94.36 | 4.1.21 THRU 3.31.22 | |
| <u>TOTAL CURRENT RENEWAL:</u> | \$14,364.55 | | |
| | <u>Current 5% Increase</u> | <u>Proposed 3.5% Increase for 3 years</u> | <u>Proposed 3% Increase for 5 years</u> |
| YEAR 1: | \$14,364.55 | \$14,149.08 | \$14,077.26 |
| YEAR 2: | \$15,082.78 | \$14,644.30 | \$14,499.58 |
| YEAR 3: | \$15,836.92 | \$15,156.85 | \$14,934.56 |
| YEAR 4: | \$16,628.76 | \$0.00 | \$15,382.60 |
| YEAR 5: | \$17,460.20 | \$0.00 | \$15,844.08 |
| <u>TOTAL RECURRING:</u> | \$79,373.21 | \$43,950.23 | \$74,738.08 |
| <u>ESTIMATED NET SAVINGS:</u> | | \$1,334.01 | \$4,635.13 |

MSC Mark Madsen moved and Barbara Sharp seconded to authorize Director Laurie Orton to sign a five-year renewal contract for Polaris ILS services with the proposed 3% increase. Carried.

Disposal of Spring Street Furniture & Equipment

Laurie explained that a variety of items were left behind by the prior owners of the 660 Spring St. property such as old desks, chairs, kitchen items, appliances, and certain chemicals. Two entities have expressed interest in some of the larger items. There was Board discussion regarding the appropriate disposition of these items. Laurie referenced the Library's surplus disposition policy, Section 2.1.8 of the Operation Manual. The Board agreed that Laurie could start bringing information to the Board regarding items for proposed surplus disposition. Some items may be retained for repurposing by the Library. The Board approved the sale of two commercial dryers pending the Director's research into fair market value.

Laurie also asked if the kitchen at 660 Spring St. should be preserved intact. Valdi confirmed that the kitchen is usable if the propane is turned back on, although he further noted that some equipment is missing and the kitchen would need to be fully certified by the local health department for any commercial use. The Board agreed to leave the kitchen intact for now in case this could be repurposed at some point for Library use.

Security Measures

Laurie revisited the idea of building a fence along the back property line and installing security webcams at the 660 Spring St. property. Laurie and Valdi recently completed a walk-through of the property and Laurie shared photos taken at that time.

Of note:

- In order to install a fence along the property line, significant amounts of brush would need to be removed and the fence could not be built on top of blacktop if it is to follow the property line;
- Large, outdoor abandoned solid waste processing system – Laurie feels this could be removed;
- A couple of cars are parked at the back of the property, one of which has been obviously abandoned for quite some time;
- Garden and other debris needs to be removed;
- Considerable foliage, refuse, and brush in other areas of the property, including behind the old physical therapy building and in access areas to the large propane tanks.

Valdi reported that he has become familiar with neighbors behind the property who have been working hard to clean up their properties and Valdi has developed a good working relationship with them. Because of that, he feels a fence may not be immediately necessary and could actually be viewed negatively by the community. Valdi has not found any evidence of intrusion into the building since the Library acquired the property. There was a transient issue a couple of summers ago that Valdi worked with the SJC Sheriff's Office to resolve and the front doors have since been kept padlocked. Outside water faucets need to be available for outside watering and Valdi is keeping an eye on preventing access by others and also keeps an eye on the water meters. The faucet outside the shop has been turned off. Other faucets cannot be turned off without shutting off water to the whole building. Laurie and Valdi will consider installing locking boxes on functioning outside faucets.

Based on inspection of the property with Valdi, Laurie is recommending not building a fence nor installing security cameras at this point in time. Laurie considered this a low risk, especially with Valdi continuing to take care of the property and being visible on site on a regular basis. The Board agreed the priority is to finish clearing out and cleaning up the property and that Valdi is a valuable resource to the Library for relationships with the neighborhood and security of the building.

Set up Tour of Property

The Board discussed options for touring the building. Board members agreed to have the tours in pairs and will coordinate directly with Valdi. Laurie will also set up tours for FOL Board members and any interested Library staff.

Project Timeline Draft

Laurie shared a draft project timeline for the Board related to the new property, the Development Director search and hiring, and the establishment of a political action committee (PAC) for the 2022 Bond. The Board agreed that a mid-year hiring date for a Development Director would be good timing for planning purposes. Discussion developed about the timeline for establishing a PAC with initial planning projected to begin in May/June 2021.

ADJOURNMENT

MSC Karen Vedder moved and Becki Day seconded to adjourn the meeting at 4:55 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