

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
April 13, 2021

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

Members Absent: none

Staff Present: Laurie Orton, Floyd Bourne, Carrie Lacher, Melina Lagios, Sue Vulgares

FOL Present: Stan Mayhew, FOL Director

Guests: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:00 pm.

Public Access: none

Agenda Approval:

Amendments: Under New Business, Laurie asked to move 9c) COVID Relief Amnesty to 9a) so can be discussed in conjunction with the IT Report; add 9f) Improvements to Shop.

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

Approval of Board Minutes of March 9, 2021 regular meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the March 9, 2021 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson, Wednesday, May 5, 2021, 4 to 6 pm, via Zoom.

FOL Board Director Stan Mayhew reported on the following topics:

- Spring online pop-up sale was a big success with a net income of \$796; will try to have one more online pop-up sale before contract with auction site expires;
- Discover Books did come up to the Island and removed five tons of books from FOL storage at no additional cost to FOL;
- FOL was able to terminate their lease on the garage area in town and this Saturday will be moving contents over to the Spring Street property; will save quite a bit of money in rent;
- Two new FOL Board members: Beth Spaulding and Kathy Ballard.

Approval of Bills:

MSC Barbara Sharp moved and Mark Madsen seconded to approve payment of **bills included in the April 13, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$68,218.44. Carried.

Expense Claim Transmittals & Payroll to Approve

April 13, 2021

Date	budget year	Amount	general description	emailed
3/15/2021	2021	29,920.00	various	yes
3/24/2021	2021	11,470.77	benefits	yes
3/29/2021	2021	11,927.54	various	yes
		53,318.31	total emailed with Board Report	
4/11/2021	2021	371.79	1st Quarter Use Tax	yes
4/12/2021	2021	14,528.34	various	yes
		14,900.13	total additional emailed	
Total bills to approve		68,218.44		

MSC Mark Madsen moved and Barbara Sharp seconded to affirm the **March 2021 Payroll** dated 03/24/2021, in the amount of \$62,961.49. Carried.

Barbara Sharp raised a question regarding the cost of utilities at the Spring St. building. Laurie explained that she and Valdi are keeping an eye on the propane usage; have switched to on-call delivery; and with the arrival of warmer weather, should start to see heating costs go down.

REPORTS**Director Report (Laurie Orton)**

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

- Reviewed the letter from Library Attorneys Beery Elsner and Hammond regarding a price increase; Board agreed that these changes were reasonable and further agreed to the cost increase;
- San Juan Island Community Foundation has given notice that they will launch a second annual Virtual San Juan County Fair matching community grant; Laurie asked the Board to start thinking about participating and email any ideas to Laurie;
- Most of the Library's managers group was in attendance in order to participate in the Board meeting and be available for interaction since Board members have not been in the building for a while due to the shutdown.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan's written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Melina also reported that the new Youth Services Librarian Elizabeth was integrating with the staff very well; she will be attending a future Board meeting to introduce herself.

Circulation Report (Sue Vulgares)

Sue reported that she was glad to be back at the Library on a regular basis. Very busy curbside services today following the recent suspension of curbside services. Pat was busy over the weekend pulling over 100 plus holds. Feedback from the public seemed to be generally positive regarding the short closure; Laurie did receive and responded to one negative email.

Financial Report (Carrie Lacher)

March Profit & Loss report was included in the Board Report. Carrie also reported that County Auditor's Office staff that assists SJI Library and other junior taxing districts with bills, budgets, and payroll will be going through a transition.

IT Administrator Report (Floyd Bourne)**COVID Relief Amnesty**

Floyd's written report was noted. Floyd also reviewed the information provided in the Board Report regarding waiving/purging items and charges related to a 5-year purge and post-closure COVID overdues as shown in the chart below.

Summary of Outstanding Billed Item Charges per Year with Potential Charges for Items Overdue During the Pandemic		
Year	Total Charges	Notes
2014	\$1,249.99	
2015	\$10,827.64	includes migrated Pre-Polaris charges
2014-15 Subtotal	\$12,077.63	To be purged this year
2016	\$2,653.87	
2017	\$3,451.19	
2018	\$1,855.44	
2019	\$2,424.18	
2020	\$1,087.75	Pre-Closure Billed
2016-20 Subtotal	\$11,472.43	
	\$23,550.06	Total Currently Billed in Polaris
	\$5,523.25	Potential Post Closure COVID Overdue Billing
Options For Waiving Charges That Include COVID Related Overdues		
	\$17,600.88	COVID Overdue + 2014-15 5yr. Purge
	\$29,073.31	COVID Overdue + Total Currently Billed

Floyd and Sue also reviewed the extensive process the Library goes through to contact patrons with overdue items and potential charges including emailed and mailed notices and phone calls for a total of five communications.

Laurie explained that she and the managers have been discussing the impact of the past year on community members and agreed that staff would like to make it as easy as possible for patrons to return to the Library and feel welcome. In order to remove all potential financial barriers for patrons, Laurie was asking the Board to approve waiving/purging all the bills detailed in Floyd's chart. Melina also pointed out that a number of the 93 patrons who had charges generated during the COVID closure are youth, and access points for youth have been effectively closed off for the last year.

Laurie proposed purging 2014-2015 charges and patrons who have been inactive and also waiving charges only for 2016-2020 charges. This action would be in conjunction with reopening the Library and ensuring a warm welcome back to all patrons. Laurie and other managers pointed out that the Library is essential for providing a vast range of services to patrons and the Library wants to ensure that patrons continue to access the Library and not penalize them. Therefore, Laurie and the managers are also reviewing Library policies to ensure these support the Library's mission of outreach and equability of access.

MSC Mark Madsen moved and Becki Day seconded to accept the proposal to waive a total of \$29,073.31 in overdue bills and also purging 5-year inactive accounts as identified in Polaris and as presented. Carried.

Laurie also asked to raise the annual purging limit without Board approval from \$1500 to \$3000. Board okayed moving forward with this proposal and Laurie will bring the policy revision to the next Board meeting.

NEW BUSINESS

Surplus Policy

Laurie proposed a change to Library Policy 2.1.8 Section A, paragraph C so that items with an estimated value above \$1000 and below \$50,000 per item may be declared as surplus by motion rather than by a resolution.

MSC Mark Madsen moved and Barbara Sharp seconded to approve to change Policy 2.1.8 A (3) so that approval of items declared as surplus is carried out by a Board of Trustees motion. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve Resolution #1-2021 to declare as surplus the dryers located at 660 Spring Street. Carried.

FFCRA Leave Extension Resolution

Laurie explained that the community is in an ongoing state of emergency and COVID is still active so would like to continue to offer this benefit to all staff.

MSC Barbara Sharp moved and Becki Day seconded to approve Resolution #2-2021 extending the Families First Coronavirus Response Act paid leave benefits for SJI Library staff through September 30, 2021. Carried.

Vaccine Accommodation

Laurie noted that there was a potential of vaccine side effects causing staff to take time off. Laurie proposed staff could utilize FFCRA benefits after vaccines if they are ill due to negative side effects. Board agreed.

Improvements to Shop

FOL making great strides in cleaning out the shop at the 660 Spring Street property so it can be used for storage. Laurie proposed to replace the garage door on the shed so that it is easier for access and can better secure any contents. Also proposed making the bathroom in this area functional. Board agreed with Laurie going ahead and getting estimates for these projects.

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 session to begin at 4:18 pm for a period of 5 minutes. Returned to regular session at 4:24 pm. No action was taken during the Executive Session.

MSC Barbara Sharp moved and Becki Day seconded to make an exception to SJI Library Personnel Policy Manual, 3.05 No Rehire Policy and to further authorize Director Laurie Orton to rehire Diana Warner due to extensive institutional knowledge and being a positive asset to the SJI Library staff. Carried.

ADJOURNMENT

MSC Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 4:26 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