

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

via Zoom, San Juan Island Library  
(access information provided at [www.sjlib.org](http://www.sjlib.org))  
July 13, 2021

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

**Members Absent:** Becki Day

**Staff Present:** Laurie Orton, Rowan Buckton

**FOL Present:** Stan Mayhew, FOL board member

**Guests:** none

**Visitors:** none

**Call to Order:** President Barry Jacobson called the meeting to order at 3:01 pm.

**Public Access:** none

### **Agenda Approval:**

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

### **Approval of Board Minutes of June 8, 2021 regular meeting**

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the June 8, 2021 regular meeting as submitted. Carried.

### **Friends of the Library (FOL)**

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

FOL Board Director Stan Mayhew reported:

- Regular FOL board meeting postponed to June 9<sup>th</sup>;
- Working on setting up and sorting at new storage on Spring St. property; appreciate the fixes to the bathroom and other improvements; work in progress for a new door;
- Discussing possible FOL activities for the rest of the year even though things remain uncertain;
- Continuing on their membership drive.

### **Approval of Bills:**

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve payment of **bills included in the June 8, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$19,012.88. Carried.

Expense Claim Transmittals & Payroll to Approve  
June 8, 2021

Date	budget year	Amount	general description	emailed
5/21/2021	2021	10,560.72	benefits	yes
5/24/2021	2021	8,452.16	various	yes
		<b>19,012.88</b>	<i>total emailed with Board Report</i>	

**MSC** Karen Vedder moved and Mark Madsen seconded to approve additional bills dated June 8, 2021 in the amount of \$9,515.58 pending Director review. Carried.

**MSC** Barbara Sharp moved and Karen Vedder seconded to affirm the **June 2021 Payroll** dated 06/23/2021, in the amount of \$78,069.43. Carried.

**REPORTS**

**Staff Member Visit**

Laurie introduced Elizabeth Griffin, the new Youth Services Librarian. Board members first introduced themselves and spoke to their status on the Board. Elizabeth reviewed some of her personal and professional background including receiving an MLS and working at the Fort Vancouver Regional Libraries. Her focus will be on tween and teen patrons who are using the SJI Library.

**Director Report (Laurie Orton)**

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

- Today

**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.

**IT Administrator Report (Floyd Bourne)**

Floyd was not able to provide a report this month due to reopening tasks.

**Financial Report**

2021 Profit & Loss report

**NEW BUSINESS**

**Resolution #3-2021 – Petty Cash Fund Authorization**

Laurie explained that with Heidi retiring, the authorized signers for the SJI Library’s Petty Cash account at Banner Bank needed to be updated.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve Resolution #3-2021 naming Laurie Orton and Brenna Normann as authorized signers to the SJI Library Petty Cash account at Banner Bank. Carried.

**2020 Washington Public Libraries Annual Report**

Laurie reviewed.

**ADJOURNMENT**

**MSC** Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 3:50 pm. Carried.

Respectfully submitted:

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Board Secretary

Approved:

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Board President