

## **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))  
June 8, 2021

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

**Members Absent:** Becki Day

**Staff Present:** Laurie Orton, Rowan Buckton, Carrie Lacher, Elizabeth Griffin

**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 May 11, 2021 regular meeting**

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the May 11, 2021 regular meeting as submitted. Carried.

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

**Delegate to next FOL meeting: Barbara Sharp, Wednesday, July 7, 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 **May 2021 Payroll** dated 05/21/2021, 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 was the Library's reopening and it went very well:
  - About 25 patrons visited the Library and were very appreciative;
  - Entry way floors are being redone and are a bit of a mess;
  - Laurie also sent out a summary of reopening procedures to the Board:
    - No longer having to quarantine items so no longer having to offer self-checkout which made it easier for both staff and patrons;
    - Patrons self-regulating their 20-minute time limit in the building; staff keeping track of how many total patrons are in the building at one time; if there isn't a line to get into the building, no need yet to police the time limit in the building;
    - Will plan to expand the time limit and number-of-patrons limit in the weeks and months to come;
    - Meeting Room use by the public will likely not be available until 2022 since it is still being used for storage of equipment and furniture; as the room becomes more open, it will first be used by small Library-related programs and events.
- Communications went out to public on the reopening and the COVID-amnesty for fines and overdues; positive patron comments and donations have been received in response.

- Grant for over \$3000 to buy three more WiFi laptop/hotspot kits for circulating; \$2000 of that grant was donated by the Women’s Fund of the SJICF.
- Spring Street property update:
  - An estimate was received for installation of regular doors for \$6000; so FOL suggested contacting SJ Garage Doors & Gates who gave an estimate of \$3600 for a roll up, automated garage door with a key pad; might be installed within about a month,
  - Request from Valdi to take down the smoking pavilion in the back; it was agreed there was not a need to do this at this point in time; if do decide to remove it, it should likely be auctioned off;
  - Recently received a draft sample of the new sign for the property from the graphic designer and it will be discussed at the manager’s meeting; hope to have it in place within the month;
  - Mark Madsen gave an update and review of the fundraising plan for the new building to Charles Anderson from the SJICF for their board meeting and strategic planning session who then reported back that they remain excited and supportive and approved a resolution to partner with the SJI Library on fundraising; reassured SJICF that the Library will have a Fundraising Director in place by fall; Laurie plans to advertise for Fundraising Director by July 1<sup>st</sup>.
- The small study room in the middle of the Library has been repurposed for workstations for the Outreach Coordinator and Administrative Specialist; staff still in the staff area have been able to spread out their workspaces and make room for the new Fundraising Director;
- All staff now vaccinated but still wearing masks in the building as required by San Juan County Health.

**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 (Carrie Lacher)**

April 2021 Profit & Loss report will be emailed once reports are received from San Juan County. Also noted was the 2020 Annual Report submitted May 26, 2021 to the State Auditor’s Office.

**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 the statistics included in the 2020 Washington Public Libraries Annual Report submitted to the Washington State Library. A copy of this report was included in the Board Report packet along with the 2019 report information. New questions had been added regarding COVID-19 impacts such as building closures and the addition of special services such as curbside pickup.

**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