

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
October 12th, 2021

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

Staff Present: Laurie Orton, Rowan Buckton, Heidi Kuheim

FOL Present: Don Hendrix, FOL Board President

Guests: Val Curtis

Visitors: none

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

Public Access: none

Agenda Approval:

Laurie removed items 9d, 9e, and 9f from the agenda.

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

Approval of Board Minutes of September 14th, 2021 Regular Meeting:

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the **September 14th, 2021** regular meeting as presented. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Becki Day, Wednesday, November 3rd, 2021, 4 to 6 pm, via Zoom.

FOL Board Director Don Hendrix reported:

- The annual meeting will be held via Zoom on Saturday, October 23, 2021. The new program will be about island owls. Nominees for the board will be approved at this meeting.
- Upcoming FOL events: Scarecrow contest and the online auction.
- Louise Lelevich moved away recently and resigned from Treasure Cove. Susan Hendrix took over and Treasure Cove is doing well with lots of new volunteers.
- A new FOL member asked about leaving his estate to the FOL in honor of his mother, who was a long-time San Juan Island Library volunteer back in the 1990s and always loved the library.

Approval of Bills:

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated September 9, 2021 in the amount of \$12,234.95. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated September 15, 2021 in the amount of \$10,082.10. Carried.

MSC Becki Day moved and Mark Madsen seconded to approve the bills dated September 27, 2021 in the amount of \$12,731.83. Carried.

MSC Karen Vedder moved and Barbara Sharp seconded to affirm the **September 2021 Payroll** dated September 22nd, 2021 in the amount of \$65,499.92. Carried.

REPORTS

Staff Member Visit

There was no staff member visit.

Director Report (Laurie Orton)

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

- The sewage blockage problem has been identified and Laurie is working together with Starr Excavation to remedy it. Several large chunks of asphalt were inserted into the cleanout pipe located outside of the library and are the cause of the recent problems.
- Laurie, Rowan, and Mark have interviewed one candidate for the position of development director and have two more interviews scheduled; one is local and two are not.
- Spring Street property utility bills are down this year thanks to some cost-saving measures taken by Laurie and Valdi. It's about time to turn some heat back on in the buildings. Valdi is working on preparing the site for winter, inside and out.
- There was an irrigation leak at the Library in August, and the water bill was extraordinarily high for that month (\$1,400). The leak has since been repaired and the town granted a leak forgiveness credit of \$600.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- The annual report and newsletter will be in patrons' mailboxes by the first week of December.
- The board asked what "passive programs" are and Rowan explained. They are an alternative to traditional programming which we have implemented since COVID. Examples: take-home kits for craft projects, or events like the plant swap in which patrons may drop by at any time within a given timeframe to participate. They're helpful to avoid large gatherings of people at one time.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie also noted:

- Elizabeth's Ultra-Readable collection has been well received. Laurie shared a quote from a very appreciative family whose daughter has newly been able to participate in the middle school book club and reading aloud with her brother for the first time thanks to this new collection.

IT Administrator Report (Floyd Bourne)

Floyd’s written report was noted. Laurie also noted:

- Circulation is up and just about back to pre-COVID numbers.

Financial Report (Heather Dima)

Heather’s written report was noted.

NEW BUSINESS

- Website Rebuild Proposal
 - Rowan introduced Val Curtis of Treehouse Creative Digital Solutions who outlined her proposal for the website rebuild.
 - The timeline is projected to be six months and Rowan is the lead for the project. The first step will be discovery, which will include interviews with patrons and staff.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the contract with Treehouse Creative Digital Solutions in the amount of \$13,750.00 and to authorize the director to sign the contract on behalf of the Library District. Carried


- Spring Street Utilities Report
 - Utility bills this year are down roughly \$11,000 compared to bills paid by Life Care during the year before we purchased the property.
- 2021 Budget Amendments Draft
 - Laurie discussed changes with the board. She will bring a final draft to the November 9th board meeting for final approval at a budget hearing.
- The San Juan Island Library Board of Trustees will hold a special meeting and public hearing on Tuesday, November 23 at 3pm via Zoom.
- Board Succession – Officers
 - The Board discussed the new slate of officers for 2022:
 - President: Karen Vedder
 - Vice President: Becki Day
 - Secretary: Barry Jacobson

MSC Mark Madsen moved and Barbara Sharp seconded to accept the slate of officers for 2022 as presented. Carried.


ADJOURNMENT

MSC Barbara Sharp moved and Mark Madsen seconded to adjourn the meeting at 5:01 pm. Carried.

Respectfully submitted:

DocuSigned by:

 1F844812313548A...
 Board Secretary

Approved:

DocuSigned by:

 3228D362B46B4AD...
 Board President