

**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))  
January 11<sup>th</sup>, 2022

**Members Present:** Mark Madsen, Karen Vedder, Barbara Sharp, Becki Day, Boyd Pratt (Boyd participated in discussions but did not vote; he is awaiting official appointment by the County Council.)

**Staff Present:** Laurie Orton, Rowan Buckton, Heidi Kuheim, Amy Saxe-Eyler

**FOL Present:** Don Hendrix, FOL Board President

**Guests:** none

**Visitors:** Conor Clarke (OCMI)

**Call to Order:** President Karen Vedder called the meeting to order at 3:01 pm.

**Public Access:** none

**Agenda Approval:**

**MSC** Barbara Sharp moved and Mark Madsen seconded to accept the agenda as submitted. Carried.

**Approval of Board Minutes of December 14<sup>th</sup>, 2021 Regular Meeting:**

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the minutes of the **December 14<sup>th</sup>, 2021** regular meeting as submitted. Carried.

**Approval of Board Minutes of December 21<sup>st</sup>, 2021 Special Meeting:**

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the minutes of the **December 21<sup>st</sup>, 2021** regular meeting as submitted. Carried.

**Friends of the Library (FOL)**

**Delegate to next FOL meeting: Karen Vedder, Wednesday, February 2<sup>nd</sup>, 2022, 4 to 6 pm, via Zoom.**

**FOL Board Director Don Hendrix reported:**

- December was a great sales month!
- Treasure Cove will be closed until January 15, 2022 due to the rise in Omicron cases in the county.
- The “Book Palace” had two different leaks which fortunately did not damage the auction items which were stored there.
- The door to the “Book Palace” was broken open when the Fire Department responded to the fire suppression line leak. It has since been nailed shut, and will be replaced by insurance.
- The online Holiday sale went very well, and King’s Market gave the FOL a rebate of \$1,318.00.
- Membership renewals are high this year, making about \$3,500 so far.

January 11<sup>th</sup>, 2022

- The FOL received a donation of \$3,000 and another for \$10,000.
- The FOL annual meeting will be in April.

**Approval of Bills:**

**MSC** Barbara Sharp moved and Mark Madsen seconded to approve the bills, pending corrections by the Director and the Bookkeeper, dated December 10, 2021 in the amount of \$22,682.39. Carried.

**MSC** Mark Madsen moved and Becki Day seconded to approve the bills, pending corrections by the Director and the Bookkeeper, dated December 17, 2021 in the amount of \$21,680.73. Carried.

**MSC** Barbara Sharp moved and Mark Madsen seconded to approve the bills dated December 17, 2021 in the amount of \$5,985.32. Carried.

**MSC** Becki Day moved and Barbara Sharp seconded to approve the bills dated December 21, 2021 in the amount of \$26,454.07. Carried.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the bills dated January 3, 2022 in the amount of \$2,938.87. Carried.

**MSC** Becki Day moved and Barbara Sharp seconded to approve the bills dated January 10, 2022 in the amount of \$14,013.69. Carried.

**MSC** Barbara Sharp moved and Mark Madsen seconded to approve the bills dated December 14, 2021 in the amount of \$14,688.59. Carried.

**MSC** Mark Madsen moved and Becki Day seconded to affirm the **December 2021 Payroll** dated December 23, 2021 in the amount of \$77,009.18. 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 County Council has Boyd's recommendation for Trustee on their agenda for the January 25 meeting.

**Assistant Director/Adult Services Manager Report (Rowan Buckton)**

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

- Rowan has handed off all 660 Spring Street duties to Laurie Orton.

**Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

**IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

### **Financial Report (Heather Dima)**

Heather's written report was noted.

- We do not have the December 2021 Profit and Loss Statement yet.

### **Development Director Report (Amy Saxe-Eyler)**

Amy's written report was noted.

- We have received \$18,000 in donations for the new building project so far.
- Amy is still in the discovery phase.
- She is working on using and getting to know our donation tool, Bloomerang.
- Amy and Laurie Orton attended a webinar for the WA Library Capital Improvement Program.
- Soon Amy will be putting together a capital campaign committee consisting of three staff members and one library board member, one FOL board member, and community members.

## **OLD BUSINESS**

### **9a) Spring Street Water Leak**

- Laurie gave an update on the 660 Spring Street fire suppression line leak.
- Laurie has been in communication with OCMI, our attorney, our insurer, and their over-insurer.
- The over-insurer recommended that we switch mitigation and abatement companies. We have switched from Servpro and Alpine, to Belfor and CGI.
- Belfor said they would use large tubes to pump super-hot air throughout the building so that it dries quickly and mold growth can be minimized.
- The Library has a \$1,000 deductible, and insurance will cover everything else.
- Conor Clarke from OCMI Construction spoke on the possibility of demolition, and discussed changes in projected demolition costs versus the original demolition quote.
- The Board discussed potential timelines and costs for asbestos abatement, water mitigation, and demolition.
- Conor Clarke and Laurie Orton plan to have a meeting with Enduris to discuss all feasible options for moving ahead.
- The Board discussed the possibility of hiring an attorney to represent the Library in talks with our insurers.
- Conor Clarke will work on updating budget estimates for the new building project.

### **9b) Planning for Director's Annual Evaluation**

- Becki Day and Karen Vedder will talk with Barry Jacobson about how he conducted past Director's annual evaluations, and they plan to hold this year's evaluation at the next regular BOT meeting.

## **NEW BUSINESS**

### **10a) Assessed Value Report by Mark Madsen**

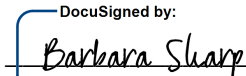
- Mark Madsen discussed our operational levy and the possibility of a levy lid lift sometime after the new library is built, which would support increased operational costs.
- The current levy rate is around 38 cents per \$1,000.00. The lid for libraries is at 50 cents per \$1,000.00. This difference could provide us with the opportunity to ask voters for an increase.

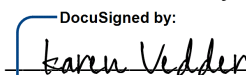
10b) OPMA Training Information for Board Members

- Laurie will send a training video and MRSC handouts to Board members for them to view and read.

**ADJOURNMENT**

**MSC** Barbara Sharp moved and Mark Madsen seconded to adjourn the meeting at 4:25 pm. Carried.

Respectfully submitted:   
Board Secretary

Approved:   
Board President