

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
May 11, 2021

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

Members Absent: Barbara Sharp

Staff Present: Laurie Orton, Rowan Buckton, Carrie Lacher, Heidi Lewis

FOL Present: none

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 add the item 9b) Proposal of One-Time Discretionary Payment to Staff.

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

Approval of Board Minutes of April 13, 2021 regular meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the April 13, 2021 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson, Wednesday, June 9, 2021, 4 to 6 pm, via Zoom.

In the absence of an FOL member, Laurie reported:

- Spring Street property has been added to FOL's insurance;
- FOL has been asking when they will be able to reopen the Treasure Cove – Laurie will keep them updated as the Library moves into the reopening phase;
- Discussion about how to recruit new FOL memberships;
- Reminder letter will go out to former members and business members asking for a renewal.

Approval of Bills:

MSC Karen Vedder moved and Mark Madsen seconded to approve payment of **bills included in the May 11, 2021 Expense Claim Transmittals Report emailed to Board members** and totaling \$41,369.03. Carried.

Expense Claim Transmittals & Payroll to Approve

May 11, 2021

Date	budget year	Amount	general description	emailed
4/23/2021	2021	11,414.49	benefits	yes
4/26/2021	2021	4,375.63	various	yes
		15,790.12	total emailed with Board Report	
5/10/2021	2021	25,578.91	various	yes
		25,578.91	total additional emailed	
Total bills to approve		41,369.03		

MSC Mark Madsen moved and Becki Day seconded to affirm the **April 2021 Payroll** dated 04/21/2021, in the amount of \$65,410.43. Carried.

REPORTS**Staff Member Visit – Heidi Lewis**

Heidi announced that she will be retiring in June with mixed emotions; has loved working at the Library; appreciates all the work the Board and Laurie have done on behalf of the staff and the Library over the years. The timing of Heidi's early retirement works best for her and her husband's future plans. Board thanked Heidi for her dedication and hard work during her tenure at the SJI Library.

Director Report (Laurie Orton)

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

- Updates on Spring Street property: new toilet and water heater have been installed; electricians and cleaners will be coming next week; still working on the garage door; Green Man Landscaping has started the lawn care services; large commercial outdoor compactor has been removed; two abandoned vehicles still on site, Laurie following up with Gene Wilson about posting property for towing.
- A new state law [SB 5115](#) that expands the Occupational Disease Presumption for Frontline Employees has passed both chambers and awaits the Governor's signature. The expanded definitions include "employees employed by a public library that remains open, if the employee has in person interaction with the general public or other employees.
- Reopening to the public planned for June 8th:
 - High risk hour once a week for patrons 65 or older or at higher risk of COVID-19;
 - Twenty patrons for twenty minutes will be allowed into the building;
 - Patrons will be picking up their own holds and checking out their own items to better conform with Governor Inslee's guidance on reduced

contact; hold items will be spine down with abbreviated identifying patron name on hold slip; staff will assist with self-checkout from behind the safety barriers;

- Staff will be prepared to offer gentle guidance on masking and other COVID-19 safety compliance procedures;
 - Working on developing and getting out information to the public via emails, social media, and press release by the end of May;
 - Updated Comprehensive COVID-19 measures were included in the Board Report; please direct any questions to Laurie.
- Laurie has had to delay the recruitment of a Fundraising Director due to all of the recent staff transitions; hoping to begin advertising by July 1st.

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's written report was noted.

Financial Report (Carrie Lacher)

April 2021 Profit & Loss report will be emailed once reports are received from San Juan County.

NEW BUSINESS

Revisions to Circulation Policies, Section 4.2

Laurie explained that Library managers have been meeting and discussing ways to make library services more accessible and equitable to all patrons. Suggested emphasis will be less restrictive with more accessibility and a particular focus on youth. This has resulted in suggested changes to SJI Library Policies 4.2.2 Restrictions to Borrower Circulation Privileges, 4.2.4 Waiving of Patron Fines and Fees, and 4.2.5 Purging Patron Records. In addition, Policy 4.2.6 Event Equipment Loans was condensed and grouped with the hotspots and laptops into one circulating technology equipment policy.

MSC Becki Day moved and Mark Madsen seconded to accept revisions to Policy 4.2 Circulation Policies as submitted by Director Orton. Carried.

One Time Discretionary Payment to Staff

Laurie provided information and a spreadsheet of proposed payment amounts to the Board that fleshed out a suggested one-time hazard pay bonus first discussed by the Board last year. This one-time discretionary payment would be to recognize the hardships of Library staff continuing to work and offer patron services during the COVID-19 pandemic and extended shutdown. The discretionary one-time payment policy had been approved and adopted by the Board December 8, 2020. The Board agreed to the proposed \$50 per month per employee proration spreadsheet amounts.

MSC Mark Madsen moved and Karen Vedder seconded to accept and approve the proposed one-time hardship bonus to staff in accordance with the District's Personnel Policy 6.03—Discretionary One-Time Payment, under the following conditions:

- For staff employed as of April 30, 2021;
- Per month rate of \$50, prorated based on FTE, for number of months worked;
- 15 hours per month (37.5%) proration for library substitutes;
- Added to gross monthly pay and thus taxable;
- Paid for from the SJI Library's Dedicated Fund.

Carried.

ADJOURNMENT

MSC Mark Madsen moved and Karen Vedder seconded to adjourn the meeting at 3:55 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