

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
August 10th, 2021

Members Present: Becki Day, Mark Madsen, Barbara Sharp

Staff Present: Rowan Buckton, Heather Dima, Laurie Orton, Sue Vulgares

FOL Present: Stan Mayhew, FOL Board Vice President

Guests: none

Visitors: none

Call to Order: Secretary Mark Madsen called the meeting to order at 3:14 pm.

Public Access: none

Agenda Approval:

MSC Barbara Sharp moved and Becki Day seconded to accept the agenda as submitted. Carried.

Approval of Board Minutes of July 13th, 2021 Regular Meeting:

Under Approval of Bills, Laurie asked to add **June 23, 2021** for the **June 2021 Payroll** date.

MSC Becki Day moved and Barbara Sharp seconded to approve the minutes of the July 13th, 2021 regular meeting as amended. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Wednesday, September 1st, 2021, 4 to 6 pm, via Zoom.

FOL Board Director Stan Mayhew reported:

- The Friends of the Library Summer Book Sale will be at 660 Spring Street this Saturday, August 14th, from 9 am-10 am for FOL Members, 10 am-3 pm for all
- The Annual Meeting will be held on October 23rd and will have a business section as well as presentations by Ed Kilduff (Hydrology) and Kyle Dodd (to give the County's perspective on some of the environmental issues that Ed is covering)
- Will be participating in the scarecrow contest with the Chamber of Commerce again this October
- Received a bequest of \$10,000 from Norma Mason that will go in the general fund with SJICF and be used as part of a matching fund (to go towards the building fund) when the time comes
- Newsletter will be coming out shortly
- Some membership level amounts have increased slightly and some new levels have been added

Approval of Bills:

MSC Barbara Sharp moved and Becki Day seconded to approve the bills dated July 12th, 2021 in the amount of \$20,805.08. Carried.

MSC Becki Day moved and Barbara Sharp seconded to approve the bills dated July 26th, 2021 in the amount of \$6224.61. Carried.

MSC Barbara Sharp moved and Becki Day seconded to affirm the **July 2021 Payroll** dated July 23rd, 2021 in the amount of \$62,647.64. Carried.

REPORTS

Staff Member Visit

Laurie introduced Heather Dima, our new Bookkeeper. The BOT welcomed her and Laurie mentioned that she is already doing a phenomenal job. She is learning the systems that are in place and would like to streamline some areas where efforts are currently being duplicated. Heather will be out of the office from August 8/16/21-8/27/21.

Director Report (Laurie Orton)

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

- Our toilet plumbing issue is resolved for now, but may require further measures if we continue to have problems
- In a press conference on Monday Governor Inslee issued an emergency proclamation mandating that most state executive branch employees and on-site contractors and volunteers, along with public and private health care and long-term care workers, must be fully vaccinated against COVID-19 by October 18
- We are under a new contract with Gale databases for \$62.60 per year, a substantial savings compared to the annual cost of \$1050 for our previous contract with EBSCO
- Still working on hiring a new Administrative Manager (Floyd, Laurie and Rowan will meet to discuss candidates)
- The Development Director search will begin after Labor Day
- Open Hours Survey was sent out on 8/3/2021 and Rowan has had over 200 responses already
- We are participating in the San Juan Island Community Foundation second annual Virtual San Juan County Fair Matching Grant Program and our goal is \$35,000 this year (Floyd, Laurie, Rowan and Mark worked together on the entry)
- Jenn Rigg of Loea Design volunteered her time to design the sign for the new Library site and Printonyx will have it ready by this Friday
- OCMI has offered to help with anything we may need at this time
- Allied8 has been in touch the last few months to see if there is anything we need as well

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan's written report was noted.

- Rowan is compiling the results of the Open Hours Survey and will share this information at the next meeting (the survey ends 8/18/2021)
- Our administrative team will be meeting to discuss the results of the Open Hours Survey and decide September hours that will best meet public needs
- Melina and Elizabeth's Summer Reading Program has been a huge success

Youth Services Manager Report (Melina Lagios)

No Youth Services Manager Report as Melina was out of town.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report

We should start seeing the monthly Profit & Loss report again next month.


NEW BUSINESS

- Laurie will update the new building project information on the website, add short explanations for the feasibility studies, and explain what the process will look like as we move forward on the new building plans. Mark will help.


ADJOURNMENT

MSC Barbara Sharp moved and Becki Day seconded to adjourn the meeting at 3:53pm. Carried.

Respectfully submitted:

DocuSigned by:

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 Board Secretary

Approved:

DocuSigned by:

 3224D82F4851AD...
 Board President