

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
September 14th, 2021

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

Members Absent: Becki Day

Staff Present: Laurie Orton, Rowan Buckton, Heidi Kuheim, Jenni Fleming

FOL Present: Don Hendrix, FOL Board President

Guests: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:08 pm.

Public Access: none

Agenda Approval:

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

Approval of Board Minutes of August 10th, 2021 Regular Meeting:

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the August 10th, 2021 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Wednesday, October 6th, 2021, 4 to 6 pm, via Zoom.

FOL Board Director Don Hendrix reported:

- FOL is happy the library is open which creates opportunities for the Friends to generate money for the library.
- The book sale at the new library site was successful.
 - It was easier to move the books from the new storage to the parking lot than to truck them across town.
 - The book sale netted \$2300.00 and the parking lot was a great site for the sale.
 - The motel next door was happy about the sale and sent guests and tips over.
- Louise Lelevich, one of the driving forces of FOL, is moving to the mainland in September. Louise has recruited four people to fill various holes she'll be leaving. She will be greatly missed.

- FOL is grateful for the new garage door the library put in. This storage facility is much nicer than their previous one, with heat, a bathroom, and better doors. Louise calls it the Book Palace.
- FOL will hold its annual meeting in October. Due to COVID, it will be held via Zoom. It will be both a business meeting to vote on open positions, as well as a program about water on San Juan Island.
- FOL is in fairly good financial shape considering not being able to do all the things that they normally do.
- They are planning an auction in the fall. It will be online and will take place starting Black Friday and continuing for one week. They'll renew their online auction management subscription. Judy Bentzen and Nancy Sheplor are in charge of the auction.

Approval of Bills:

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated August 3, 2021 in the amount of \$1,581.01. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated August 13, 2021 in the amount of \$55,386.13. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated August 13, 2021 in the amount of \$9,197.81. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated August 27, 2021 in the amount of \$5,234.72. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to affirm the August 2021 Payroll dated August 25th, 2021 in the amount of \$63,390.41. Carried.

REPORTS

Staff Member Visit

Laurie introduced Heidi Kuheim, our new Administrative Manager. Laurie and the BOT are happy to have Heidi on board. Heidi shared a little about her background, and that her focus will be on on board and director support, human resources, and facilities.

Director Report (Laurie Orton)

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

- The library has expanded its hours and it is going well. We do not have many kids back in the library after school yet. Everyone is happy to be open six days a week.
- The Development Director position has been posted, but we have not received any applications yet. Barbara reminded Laurie that she had two applications from the first listing. Laurie said that we will put a press release in all three local papers at Mark's suggestion.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- Rowan gave an overview of the results of the open hours survey, the demographics of the 240 people who responded, and what the big asks looked like. Rowan noted that the overall responses were positive, and she shared several comments.
- Rowan announced that she just celebrated her one-year work anniversary. Everyone shared that they are glad she is here.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

- Barry asked if the numbers for the Summer Reading Program were the highest ever. Laurie shared that they were.
- Karen thought that it was fun to read the reports.
- Laurie said Youth Services is doing a fabulous job.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Barry noted that the Library had been awarded a technology grant. Laurie said that it was for \$8059 from ARPA. The grant money will be used toward a streaming service called Hoopla, a new laser projector for programs, and a new 3D printer.
- Barry noticed that the circulation statistics were near pre-pandemic levels.

Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie sent the board the P&Ls that Heather produced for the last 3 months, but said that August is not final yet. Heather is sorting out LifeMap insurance payments for the past three months.
- Laurie is working on budget amendments.
- Barry asked if the library is through hiring replacements with the exception of the Development Director. Laurie said yes, except that we may need to hire a few more substitutes.
- Barbara asked about the status of the Volunteer program. Laurie said that it is coming back online slowly, and volunteers all need a refresher on training since it's been so long since they last volunteered.


NEW BUSINESS

- Barbara met with a potential donor last week who has a charitable trust. Barbara gave her information about the building project and site. The patron would like to speak with our Development Director later this fall.

ADJOURNMENT

MSC Barbara Sharp moved and Karen Vedder seconded to adjourn the meeting at 3:56 pm. Carried.

Respectfully submitted:

DocuSigned by:


Board Secretary

September 14th, 2021

Approved:

DocuSigned by:

Board President

September 14th, 2021