

## **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))  
December 14<sup>th</sup>, 2021

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

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

**FOL Present:** Stan Mayhew

**Guests:** Boyd Pratt, John Aschoff, and Blake DeYoung; potential board members

**Visitors:** none

**Call to Order:** President Barry Jacobson called the meeting to order at 3:01 pm.

Amy Saxe-Eyler, Boyd Pratt, John Aschoff, and Blake DeYoung introduced themselves.

**Public Access:** none

### **Agenda Approval:**

Items 9 and 10 were moved before item 8 and item 10e was postponed.

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

### **Approval of Board Minutes of November 9<sup>th</sup>, 2021 Regular Meeting:**

**MSC** Karen Vedder moved and Mark Madsen seconded to approve the minutes of the **November 9<sup>th</sup>, 2021** regular meeting as submitted. Carried.

### **Approval of Board Minutes of November 23<sup>rd</sup>, 2021 Special Meeting:**

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the **November 23<sup>rd</sup>, 2021** special meeting as submitted. Carried.

### **Friends of the Library (FOL)**

**Delegate to next FOL meeting: Mark Madsen, Wednesday, January 5<sup>th</sup>, 2021, 4 to 6 pm, via Zoom.**

#### **FOL member Stan Mayhew reported:**

- "Dickens of a Fundraiser" is complete and it went well.
- They raised a total of \$7,527.00 including \$1,050.00 in donations.
- The Friends are in the process of purchasing a hot spot and they now have a repurposed library computer and a scanner to facilitate online book sales.
- FOL will be the beneficiary of the estate of a former library volunteer by way of her son who is executor of her estate.

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### **Approval of Bills:**

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the bills dated November 1, 2021 in the amount of \$12,403.62. Carried.

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve the bills dated November 15, 2021 in the amount of \$10,588.30. Carried.

**MSC** Mark Madsen moved and Karen Vedder seconded to approve the bills dated November 18, 2021 in the amount of \$11,713.73. Carried.

**MSC** Karen Vedder moved and Mark Madsen seconded to approve the bills dated November 29, 2021 in the amount of 12,584.55. Carried.

**MSC** Karen Vedder moved and Becki Day seconded to affirm the **November 2021 Payroll** dated November 29<sup>th</sup>, 2021 in the amount of \$69,321.51. Carried.

### **OLD BUSINESS**

#### **9a. Trustee Recruitment Update**

- Barbara Sharp reported that the Board has received one application and is expecting one or two more soon. Applications close Friday 12/17/21.
- The board discussed interview scheduling and set the date for January 7.

### **NEW BUSINESS**

#### **10a. Development Director Introduction and Report**

- Amy Saxe-Eyler introduced herself and gave a short history of her background.
- Amy then gave a short presentation reviewing the new building project fundraising timeline, what she has completed to date, an overview of the fundraising tool that she and Laurie chose, and next steps.

#### **10b. Change to 2022 Board Secretary**

- Since Barry Jacobson will be retiring from the position of Board on December 31<sup>st</sup>, the board appointed Barbara Sharp to be Secretary in 2022.

**MSC** Karen Vedder moved and Mark Madsen seconded to approve the new slate of officers at 3:38 pm, Karen Vedder as President, Becki Day as Vice President, and Barbara sharp as Secretary, effective January 1, 2022. Carried.

#### **10c. Rehire of Former Employee**

- Laurie Orton proposed that the board approve the re-hire of Heidi Lewis as a PSA.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the rehire of Heidi Lewis at 3:42 pm. Carried.

10d. Resolution #8-2021 Project Fund Amendment

- Laurie Orton reviewed Resolution #8-2021 Project Fund Amendment which expands the purpose of the fund beyond its original scope to include all revenue and expenditures related to the new building project.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve Resolution #8-2021 Project Fund Amendment at 3:47 pm. Carried.

10e. Assessed Value Report by Mark Madsen – *Postponed*

10f. Bond Details Planning

- The board discussed the necessity of finalizing the bond details and the possibility that construction costs may have changed since the initial estimates were prepared due to COVID and inflation.
- Laurie Orton will get updated estimates for a new building sized at 13,000, 15,000, and 17,000 square feet for the board's further consideration.

10g. Planning for Director's Annual Evaluation

- The board will coordinate to meet at a later date to discuss this item. Karen and Becki volunteered to conduct the evaluation process for the board.

## **REPORTS**

### **Director Report (Laurie Orton)**

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

- Laurie, Rowan, and Heidi K. have been working on finding a new cleaner. We had a temporary cleaner for a few weeks then engaged another. We are now trying again to find a new cleaner.
- Laurie will be on vacation 12/22/21-1/7/22. The board approved Laurie's time off request for more than two weeks' absence according to the terms of her contract.
- Laurie and Rowan attended the Library Design Institute Conference and have many new ideas for the new building project, and recommend that board members take part in the same conference when it is offered again.

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

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

- The annual report will be in patrons' mailboxes this week.

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

Melina's written report was noted.

- The first annual Mini Art Show was a success and is on display at the Library now.

### **IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

- Circulation is up from November 2020.

### Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie reviewed the November Profit & Loss Statement, noting that Property Tax Revenue is at 99% of the budgeted amount.

Laurie noted that in the future our Development Director, Amy Saxe-Eyler, will add a report to each board packet and will attend BOT meetings.

Barry Jacobson expressed his thoughts on his 12 years serving on the board. He thanked the board and was thanked in return for his service. This is his last board meeting before his retirement from the board.


### ADJOURNMENT

**MSC** Becki Day moved and Karen Vedder seconded to adjourn the meeting at 4:23 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
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Mark Madsen  
Board Secretary

Approved:

DocuSigned by:  
  
\_\_\_\_\_  
Barry Jacobson  
Board President

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