

**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))  
March 8<sup>th</sup>, 2022

**Members Present:** Mark Madsen, Karen Vedder, Barbara Sharp, Becki Day, Boyd Pratt

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

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

**Guests:** none

**Visitors:** none

**Call to Order:** President Karen Vedder called the meeting to order at 3:00 pm.

**Public Access:** none

**Agenda Approval:**

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

**Approval of Board Minutes of February 8<sup>th</sup>, 2022 Regular Meeting:**

**MSC** Becki Day moved and Mark Madsen seconded to approve the minutes of the **February 8<sup>th</sup>, 2022** regular meeting as submitted. Carried.

**Friends of the Library (FOL)**

**Delegate to next FOL meeting: Becki Day, Wednesday, April 6<sup>th</sup>, 2022, 4 to 6 pm, via Zoom.**

**FOL Board Director Don Hendrix reported:**

- FOL received a \$350 check for discarded books from Better World Books.
- FOL donated \$7,500 to the Library to support additional online databases.
- FOL moved \$10,000 from their own accounts to their account held by the Community Foundation in support of the new library project.
- The annual meeting will be on April 27, 2022. There will not be a speaker but the FOL BOT Directors will speak and there will be a vote on new FOL Directors (there are three openings).
- FOL is seeking new volunteers, especially young strong ones who can lift boxes of books.
- Unfortunately, the hotspot for the Book Palace is on back order for several months.

**Approval of Bills:**

March 8<sup>th</sup>, 2022

**MSC** Barbara Sharp moved and Mark Madsen seconded to approve the bills dated February 14, 2022 in the amount of \$25,234.95. Carried.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated March 1, 2022 in the amount of \$20,765.50. Carried.

**MSC** Barbara Sharp moved and Mark Madsen seconded to approve the bills for PEBB/LifeMap benefits dated February 28, 2022 in the amount of \$13,512.39. Carried.

**MSC** Mark Madsen moved and Boyd Pratt seconded to affirm the **February 2022 Payroll** dated February 22<sup>nd</sup>, 2022 in the amount of \$79,821.96. Carried.

## **REPORTS**

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

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

- The Library is issuing an RFP for new janitorial services.
- OPMA training has been completed by all BOT members.
- The Board discussed the possibility of moving to in-person meetings but decided to keep April's meeting virtual and to check in monthly about this possibility.

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

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

- Sarah Benson, our new Adult Programs Associate, has been settling in well and trained with Genevieve.

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

Melina's written report was noted.

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

Floyd's written report was noted.

- Boyd Pratt commended Floyd for tackling an outrageous situation with our network servers.

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

Heather's written report was noted.

- The Paid Family and Medical Leave tax structure is changing in 2022 and will increase by .2% for the Library.
- Laurie Orton transferred \$50,000 from the Operating Fund to the Project Fund to cover project expenses temporarily, and will make adjustments once the new budget amendments are approved by the Board.

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

Amy's written report was noted.

- Amy has had a busy month adding to and cleaning up our donor database.

## **NEW BUSINESS**

### 9a) Allied8 Conceptual Renderings

- The Board discussed the conceptual renderings of the 660 Spring Street property done by Allied8.
- The Board agreed that the renderings are too realistic and Laurie will request that Allied8 make up a new draft in a sketchier style.
- The Board discussed the updated theoretical floor plan, which shows the building rotated slightly to maximize sun exposure on the solar panels which will be located on the roof to be compatible with LEED Silver standards, needed to receive state funding for the new building project.
- The Board will be presented with an updated version of Allied8's conceptual renderings next week.

### 9b) Deferred Compensation and Holiday Policies

#### Holiday Policies:

- Juneteenth (June 19) is now a Federal and Washington State Holiday.
- Laurie Orton proposed to close the Library for Juneteenth and to make it a paid holiday for staff.

Laurie presented findings about other Washington libraries' holiday schedules.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to add Juneteenth as a paid holiday and to approve the changes to section 8.01 of the SJI Library Personnel Policy Manual. Carried.

#### Deferred Compensation:

- At the request of the County, the Library's deferred compensation match will now be calculated as a round dollar amount instead of a percentage of the employee's pay.
- Mark Madsen read the proposed changed language in section 7.03 of the SJI Library Personnel Policy Manual:

The Library offers a choice of two 457 Deferred Compensation Plans to eligible employees to contribute pre-tax dollars. Participation in the program is voluntary. If eligible employees elect to participate, the employee determines the amount of their own contribution, up to the current IRS limits. The employee is responsible for informing the bookkeeper about changes to their own contribution. The Library will match employee contributions, not to exceed a total of 3% of an employee's annual salary in either or both programs.

**MSC** Barbara Sharp moved and Boyd Pratt seconded to accept section 7.03 of the SJI Library Personnel Policy Manual language as amended. Carried.

## **OLD BUSINESS**

### 10a) Spring Street Update

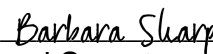
- Dewey Lybecker from OCMI did a visual inspection at the Spring Street Property with Russel Harrison from Belfor.

- They took moisture readings in various places and Dewey wrote a report detailing what the next steps needed to be, along with a color-coded floor plan showing what actions need to be taken in which areas.
- The water damage is more extensive than the insurers previously thought it was and most of the moisture settled into the floors.
- All walls will be removed except for two small rooms, and all flooring except for the ceramic tile in the tub and shower rooms, and the kitchen.
- Originally there were three places in the ceiling that were water damaged and had caved in, but the number of damaged ceiling areas has now been updated to eight.
- Damage to the attic and HVAC system have not yet been assessed.
- Belfor is working on a plan for how they will salvage the casework and contents of the building during the asbestos abatement process.
- Salvaging these materials will help our LEED score, an important factor in receiving WA state funding for the new building project. Belfor has not yet made a detailed plan for how they will store the contents and casework, or for how the abatement process will proceed, but that is expected early next week.
- Valdi, our maintenance worker, tested the water lines (not the fire suppression line) and found three large leaks in the first wing of the building. The water is turned off currently and the insurers have been notified.
- The abatement proposal cost has increased due to the increased scope of work to be performed.
- We have submitted a proof of property loss claim. The over-insurer is sending a check as an advance so that we can pay vendors as they complete their work.
- McBride toured the building with Dewey and is working on a quote for restoring the building to its original state.
- OCMI is working on a new building project estimate but they were hoping to get the quote from McBride to take into consideration the abatement and partial demolition that will be done before the new building project begins.
- The Board agreed that they need the estimate from OCMI by the April BOT meeting so that the Board has adequate time to decide what bond amount to present to voters.
- The Board agreed that it was a good decision to hire an attorney and OCMI to work with the insurance company as the benefits are already apparent.
- Laurie Orton is taking a partial vacation this month. She will be taking two weeks off, working half days at home on 2022 budget amendments, affairs at the Spring Street property, janitorial hiring, staff hiring, approving payroll, and opening our new credit account.

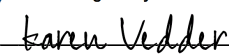
## ADJOURNMENT

**MSC** Becki Day moved and Barbara Sharp seconded to adjourn the meeting at 4:18 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
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Barbara Sharp  
Board Secretary

Approved:

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Karen Vedder  
Board President

March 8<sup>th</sup>, 2022