

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
April 12th, 2022

1) Call to Order: President Karen Vedder called the meeting to order at 3:01 pm.

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

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

FOL Present: Don Hendrix, FOL Board President

2) Visitors: Conor Clarke, OCMI

3) Public Access: none

4) Agenda Approval:

Item 11) Public Hearing was removed from the agenda.

A discussion of the library budget draft was added.

MSC Mark Madsen moved and Becki Day seconded to accept the agenda as amended. Carried.

5) Approval of Board Minutes of March 8th, 2022 Regular Meeting:

MSC Mark Madsen moved and Barbara Sharp seconded to approve the minutes of the **March 8th, 2022** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Becki Day, Wednesday, May 4th, 2022, 4 to 6 pm, via Zoom.

FOL Board Director Don Hendrix reported:

- The volunteer fair for the FOL and Treasure Cove went well.
- Treasure Cove sales are up but there is not enough volunteer staff to open regular hours.
- Businesses and individual membership renewals are up from last year.
- The annual meeting is April 27 at 7pm; officer elections will also be held.
- Beth Spaulding is running again and there are two additional open positions.
- The Friends have purchased a hotspot from TechSoup (as suggested by Floyd); they can now work on processing book donations at the Book Palace.

7) Approval of Bills:

MSC Barbara Sharp moved and Becki Day seconded to approve the bills dated March 11, 2022 in the amount of \$63,487.75. Carried.

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated March 24, 2022 in the amount of \$21,629.05. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated March 31, 2022 in the amount of \$13,456.95. Carried.

MSC Boyd Pratt moved and Mark Madsen seconded to affirm the **March 2022 Payroll** dated March 25th, 2022 in the amount of \$79,821.96. Carried.

8) REPORTS

Director Report (Laurie Orton)

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

- Laurie and Rowan have been working on hiring an Outreach and Technology Librarian and a Bookkeeper. Heather has delayed her departure but we are still accepting applications for her position and will keep any we receive on file.
- Laurie, Mark, and Amy have been working on a Memorandum of Understanding with the San Juan Island Community Foundation.

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.

- Karen Vedder noted an illegible font on the printed circulation report. Heidi and Floyd will address the issue in the next Board Report.

Development Director Report (Amy Saxe-Eyler)

Amy's written report was noted.

- Amy facilitated our first annual Library Giving Day. We raised \$1,600 and gained a few new donors.
- Amy is working on the WA state library capital improvements grant.
- Amy will update the Board once the Capitol Campaign Committee is formed.

Financial Report (Heather Dima)

Heather's written report was noted.

9) NEW BUSINESS

9a) Updated Building Project Estimates

- Laurie Orton shared the updated building project estimates from OCMI.
- These estimates only include construction costs; they do not include architectural fees, construction management fees, furniture, shelving, fixtures, moving costs, etc.
- The Board discussed the estimated costs for three different square foot options.

- The estimate on average has increased by about 2.5 million since 2020 due to labor shortages, rising cost of materials, and inflation.
- The Board noted that the existing library is 9,800 square feet.
- The Board discussed the date by which they need to decide the building size. They also discussed the three estimates in relation to the bond vote, fundraising efforts, the WA state grant, and the “dance” that our Development Director and the Board are doing as part of their decision making on this topic due to the intermingled nature of these factors.
- The Board mentioned the future possibility of having a permanent capital campaign committee staff person, which many libraries already have.
- The filing deadline for the primary elections is August 2nd, 2022. This is also the deadline for deciding on the bond amount to put up for a vote.
- Mark Madsen reviewed our recent county history of bond votes. He pointed out that historically bonds over 10 million dollars have not passed easily. He also pointed out the importance of not proposing a bond amount that would not cover the entire building project and consequently force us to ask the public for more monetary support after the bond has passed.
- Conor Clarke from OCMI informed the board that OCMI has a company average of +/- 3% for actual costs of projects in comparison with their estimates.
- The Board discussed compiling a sheet of FAQ's that we will likely receive from the public about the new building project.
- The Board discussed the possibility of choosing one of the square footage options but adding a small, unoccupied, unfinished shell to be finished at an undetermined point in the future. This would allow for growth and would be more economical long-term.
- Amy Saxe-Eyler mentioned that there are several donors who are ready to support the new building project and are interested in naming opportunities.

9b) BEH (law firm) Rate Changes

- Laurie Orton shared the new rates sheet from BEH and the Board agreed that the rates seem very reasonable and approved the signing of a new contract with BEH.

9c) Janitorial Contract

- In March Laurie Orton formally ended the library's contract with Seasonal Sweeties and posted an RFP for janitorial services. We received two applications, and Laurie recommended that we hire SusanaQ. Cleaning Services.

MSC Becki Day moved and Barbara Sharp seconded to approve the Director to sign a new contract for janitorial services with SusanaQ Cleaning Services. Carried.

9d) Director Review Process

- Becki Day and Karen Vedder are leading the Director's annual review which has been on hold for the last two years due to COVID.
- Once the regular review process restarts next year one trustee will come to the staff meeting and explain the 360-degree review process for the Director.

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10) OLD BUSINESS

10a) Spring Street Claims Update

- Laurie Orton shared the most recent Field Observation Report from OCMI. This report is done weekly and it shows the current condition of the building, the work plan, and a color-coded map of the building.
- We have had to scrap more of the casework and contents of the building than we had previously planned; most of it was old, water damaged, and moldy. Laurie shared the Save/ Dispose lists detailing the types of casework and contents that are salvageable.
- It is hoped that the items on the Save list will be recycled within the community which will be reflected in our LEED score.

10b) Zoom Meeting Status

- The April 26th Special Board Meeting will be held via Zoom
- The regular May meeting will be a hybrid meeting.

11) Budget Draft Discussion

- Laurie Orton shared the budget draft spreadsheet and reviewed the draft changes. She will bring a final draft and a budget resolution to the special meeting (will include a public hearing) for approval.

ADJOURNMENT

MSC Becki Day moved and Barbara Sharp seconded to adjourn the meeting at 5:26 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp

Board Secretary

Approved:

DocuSigned by:
Karen Vedder

Board President