

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)

June 14th, 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, Amy Saxe-Eyler, Wendy Waxman Kern

FOL Present: Stan Mayhew, FOL Director

2) Visitors: Daniel Gottlieb, Hillis Clark Martin & Peterson P.S., bond attorney

3) Public Access: none

4) Agenda Approval:

Item 10c) Art Donations for Consideration was added.

MSC Mark Madsen moved and Boyd Pratt seconded to accept the agenda as amended. Carried.

5) Approval of Board Minutes of May 10th, 2022 Regular Meeting:

MSC Barbara Sharp moved and Boyd Pratt seconded to approve the minutes of the **May 10th, 2022** regular meeting as submitted. Carried.

Approval of Board Minutes of May 23rd, 2022 Special Meeting:

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the minutes of the **May 23rd, 2022** special meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen, Wednesday, July 6th, 2022, 4 to 6 pm, via Zoom.

FOL Board Director Stan Mayhew reported:

- FOL are entering their busy season.
- FOL will have a booth at the Farmer's Market on June 25 and on the last Saturdays in July and August.
- July 4th FOL will host the cake walk at the Pig War Picnic.
- August 13 is their annual summer book sale. They need volunteers to work and a truck to borrow for setup.
- FOL is developing a new website.
- FOL is searching for new Board members. There are currently six and there can be up to ten.
- Don and Susie Hendrix are moving away and their presence will be greatly missed.

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7) Approval of Bills:

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated May 13, 2022 in the amount of \$40,764.71. Carried.

MSC Boyd Pratt moved and Becki Day seconded to approve the bills dated May 13, 2022 in the amount of \$3,159.78. Carried.

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated May 27, 2022 in the amount of \$13,832.78. Carried.

MSC Becki Day moved and Mark Madsen seconded to approve the bills dated May 31, 2022 in the amount of \$12,681.52. Carried.

MSC Boyd Pratt moved and Barbara Sharp seconded to affirm the **May 2022 Payroll** dated May 25th, 2022 in the amount of \$82,291.46. Carried.

8) REPORTS

Director Report (Laurie Orton)

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

- On June 7th the post-remediation evaluation was completed at 660 Spring Street. The building passed the dry building milestone.
- Unsalvageable components and asbestos materials have been removed and disposed of. Salvageable materials have been cleaned and decontaminated.
- Antimicrobial applications have been applied to areas where secondary damage could occur.
- Insurers want us to sign the Phase I Completion Certificate but our attorney advises us to wait.
- We have been trying to get insurers to accept the scope of work to clean the mold out of the HVAC system since March 30th with no response. This issue needs to be resolved so that we can turn on the HVAC system and stabilize the interior temperature to prevent secondary damage to the building. Our attorney sent them a strongly worded letter this week.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- Rowan introduced Wendy Waxman Kern.
- Rowan enjoyed her trip to the Library Journal Design Institute conference and has many ideas to share with the board.
- The new website project is going well. The page count is above the number we expected so the quote has increased.
- Iris Graville's "Author in a Life Vest" talk was very heartwarming and is recorded and posted on our website should anyone wish to watch it.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- It was noticed that computer usage has not rebounded to pre-pandemic levels and circulation has mostly rebounded. This is likely because some people still do not feel comfortable spending time in the library to use a computer but do come in to pick up books.

Financial Report (Heather Dima)

Heather's written report was noted. Laurie also noted:

- The County has made some changes to how they track our budget line expenditures which will be addressed in further budget amendments this year.
- L&I budget expenditures have been high and Heather looked into this; she was reporting a different L&I figure than the County.

Development Director Report (Amy Saxe-Eyler)

Amy's written report was noted.

- Amy has been meeting with major donors. As people come back to the island for the summer she will have more chances to meet with them in person.
- Amy has a meeting later this month with the MJ Murdoch Charitable Trust.
- Amy met with another family trust which is interested in giving a good-sized grant to our children's programs.

9) OLD BUSINESS

9a) Bond Discussion

- August 2nd is the deadline to register for the primaries.
- At the regular July meeting the BOT will approve the bond measure to put on the ballot. On the ballot we must clearly state the principal amount to be borrowed and the bond terms. We also need to submit the names of the individuals who will write pro/ con statements (up to 3 people can be listed).
- August 9th is the deadline to submit the explanatory statement.
- Mark Madsen presented various inputs and outputs for a few potential bond scenarios.
- The BOT discussed the bond scenarios that Mark presented.
- We just received a new estimate from OCMI which is higher than their previous ballpark figure due to an increase in construction management fees and an extended timeline.
- Laurie compiled a table of WA library bond votes since 2004 and their outcomes. Dan Gottlieb worked on many of these and discussed the issues and why they passed or did not. Many of the bond votes that did not pass were bonds to build new libraries in areas with growing populations and no existing library.
- Mark Madsen shared a list of San Juan County school bond votes and their outcomes.
- Dan Gottlieb discussed the actual timeline of receiving funds in the event that the bond does pass.

10) NEW BUSINESS

10a) Election Training for Board

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- Laurie Orton shared a presentation outlining what board members can and can't do in relation to the bond vote, both as BOT members and as private citizens.
- Laurie reviewed what information the Library can post or share using Library resources.
- Laurie reviewed what information Library employees can post or share, both as employees and as private citizens.

10b) July Board Retreat

- Laurie shared her ideas for the agenda.
- Board members will get a review of the Library's new library building project history and how we have arrived at this point.
- The board will discuss Mark's succession and who will take over his roles.
- Laurie and Rowan will share their ideas from the Library Journal Design Institute conference that they attended recently.
- The board will discuss the formation of a Library Foundation.
- The date was set for Friday, July 22 from 1-5 pm in the Library meeting room.

10c) Art Donations for Consideration

- Laurie presented two art donations which have been recommended by the Library's Art Committee for addition into the Library's permanent art collection.

MSC Mark Madsen moved and Barbara Sharp seconded that these pieces be added to the Library's permanent collection. Carried.

ADJOURNMENT

MSC Boyd Pratt moved and Mark Madsen seconded to adjourn the meeting at 5:09 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp

Board Secretary

Approved:

DocuSigned by:
Karen Vedder

Board President