

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

In Person & via Zoom, San Juan Island Library  
(access information provided at [www.sjlib.org](http://www.sjlib.org))

July 12<sup>th</sup>, 2022

**1) Call to Order:** President Karen Vedder called the meeting to order at 3:08 pm.

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

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

**FOL Present:** Judy Bentzen, FOL Board Member

**2) Visitors:** Dan Gottlieb, attorney

**3) Public Access:** none

**4) Agenda Approval:**

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

**5) Approval of Board Minutes of June 14<sup>th</sup>, 2022 Regular Meeting:**

**MSC** Boyd Pratt moved and Barbara Sharp seconded to approve the minutes of the **June 14<sup>th</sup>, 2022** regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Barbara Sharp, Wednesday, August 3<sup>rd</sup>, 2022, 4 to 6 pm, via Zoom.

**FOL Board Member Judy Bentzen reported:**

- The FOL have two more Farmer's Market dates coming up.
- The annual book sale is on August 13 in the parking lot of 660 Spring Street.
- Their newsletter will be mailed around September 15, 2022.
- Membership drive for 2023 will start on October 1, 2022.
- National Friends of the Library week is in October, they are preparing now.
- The online auction will be in late fall.
- They have accepted a new Board member – Valdi Bjarnason.
- The July 4 cake walk went very well, they made more than \$1,000 and more than 200 people participated.

**7) Approval of Bills:**

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the bills dated June 13, 2022 in the amount of \$20,677.91. Carried.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated June 13, 2022 in the amount of \$2,761.91. Carried.

**MSC** Becki Day moved and Mark Madsen seconded to approve the bills dated June 24, 2022 in the amount of \$24,404.97. Carried.

**MSC** Boyd Pratt moved and Mark Madsen seconded to approve the bills dated June 24, 2022 in the amount of \$1,560.00. Carried.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the bills dated June 30, 2022 in the amount of \$12,617.35. Carried.

**MSC** Boyd Pratt moved and Becki Day seconded to affirm the **June 2022 Payroll** dated June 25<sup>th</sup>, 2022 in the amount of \$81,161.72. Carried.

## **8) REPORTS**

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

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

- The Board's subscription to United for Libraries "The Voice" has been renewed and will be available in the Board mailbox with the next issue.
- Heidi Kuheim will be gone the Friday before the next board meeting so the board report will go out on Monday, August 8.

### **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.

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

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

- The county has added a few new BARS codes; thus, there are a few budget amendments to come.

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

Amy's written report was noted.

- Amy continues to meet with donors as more arrive for the summer.
- Barbara congratulated Laurie and staff on a wonderful parade float! It was good outreach and an excellent presentation.

## **9) New Business**

9a) New Library Bond—resolution, explanatory statement, scenarios

- Mark Madsen shared his screen and walked through Resolution #3-2022.

- Dan Gottlieb and Mark Madsen discussed with the board the bond timeline, including the election, results, bond sales, and repayment.
- The Board and Dan Gottlieb amended the wording of section 2.
- Mark Madsen shared the explanatory statement and the board discussed and amended the wording.
- The board discussed the increased construction management costs and the factors influencing the increased quote from OCMI.
- The Board will return to the discussion of bond scenarios after item 9b.

9b) Resolution to Change Payroll Processing

- San Juan County is requiring all junior taxing districts to switch to their EDEN timesheet/payroll system. This will require us to change our pay periods and will result in short checks for most staff the first month after the change. This creates difficulties for staff; they may request draws if necessary.
- This will put hourly employees and salary employees on the same pay period and staff will not have to guesstimate their hours as far out as they currently do.

**MSC** Barbara Sharp moved and Becki Day seconded to adopt Resolution #4-2022 as amended.

9a) Scenarios Cont.

- Mark Madsen shared his screen and showed a history of assessed property values and discussed with the Board the interaction between the various bond scenarios and property values.
- The Board agreed to use the conservative 3% Assessed Value Growth Rate scenario in public communications.

**MSC** Boyd Pratt moved and Mark Madsen seconded to adopt Resolution #3-2022 as amended.

9c) Town of Friday Harbor Property Goals Meeting

- The town permitting office would like to hear about our tentative plans for the Spring Street property. Laurie, Boyd, and Karen (Barbara as an alternate) will set a meeting to discuss Library plans and goals for 660 Spring Street with Ryan Ericson and Carol Holman.

9d) Smoking Policy

- Laurie presented the amended Section 5.1 of the Library's policy manual to prohibit smoking anywhere on Library property.

**MSC** Boyd Pratt moved and Becki Day seconded to adopt the proposed changes to section 5.1 Rules of Conduct regarding smoking on library property.

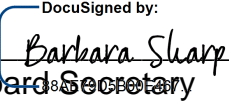
9e) Naming Policy

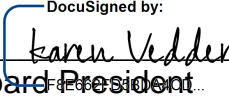
- Amy explained the new naming policy and the Board discussed and amended the wording.

**MSC** Becki Day moved and Barbara Sharp seconded to adopt the naming policy as amended.

**ADJOURNMENT**

**MSC** Mark Madsen moved and Boyd Pratt seconded to adjourn the meeting at 4:56 pm. Carried.

Respectfully submitted:  \_\_\_\_\_  
Board Secretary

Approved:  \_\_\_\_\_  
Board President