

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

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

August 9<sup>th</sup>, 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, Boyd Pratt

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

**FOL Present:** Stan Mayhew, FOL Board Member

**2) Visitors:** none

**3) Public Access:** none

**4) Agenda Approval:**

**MSC** Boyd Pratt moved and Barbara Sharp seconded to accept the agenda as submitted. Carried.

**5) Approval of Board Minutes of July 12th, 2022 Regular Meeting:**

**MSC** Mark Madsen moved and Boyd Pratt seconded to approve the minutes of the **July 12th, 2022** regular meeting as submitted. Carried.

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

**Delegate to next FOL meeting:** Mark Madsen, Wednesday, September 7<sup>th</sup>, 2022, 4 to 6 pm, via Zoom.

**FOL Board Member Stan Mayhew reported:**

- On July 30 the FOL had a booth at the Farmers Market and made more than \$200!
- This Saturday, August 13, is the annual Summer Book Sale at 660 Spring Street.
- On August 27 the FOL will have another booth at the Farmers Market.
- The Annual Newsletter will be off to the printers soon, if it isn't already there.
- Amy has a stack of the Library's bond fact sheets that she will bring to the FOL book sale on Saturday for distribution.
- Mark Madsen will talk about campaign rules for the FOL as a 501C3 at the next FOL meeting.
- Mark and Stan discussed whether the FOL can engage in any advocacy for the bond vote in their newsletter. Because the FOL spends about 7-8% of their annual earnings on the newsletter it was decided that they should not engage in advocacy in the newsletter.

Because of the quantity of bills this month President Karen Vedder asked for questions before the approval of bills.

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- Boyd Pratt asked about the change in format for the payroll. Laurie explained that this is because of the recent change to EDEN. Laurie also explained what some of the type of pay abbreviations mean. The Board discussed making a legend that could be included in the payroll in the future.
- The Board discussed upcoming insurance recoveries for 660 Spring Street and where in our P&Ls those will be reflected.

## 7) Approval of Bills:

**MSC** Barbara Sharp moved and Boyd Pratt seconded to approve the bills dated July 8, 2022 in the amount of \$636,985.15. Carried.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the bills dated July 8, 2022 in the amount of \$1,460.60. Carried.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated July 22, 2022 in the amount of \$11,229.49. Carried.

**MSC** Mark Madsen moved and Barbara Sharp seconded to approve the bills dated July 22, 2022 in the amount of \$1,330.82. Carried.

**MSC** Mark Madsen moved and Boyd Pratt seconded to approve the bills dated July 22, 2022 in the amount of \$236.08. Carried.

**MSC** Boyd Pratt moved and Mark Madsen seconded to approve the bills dated July 31, 2022 in the amount of \$13,914.95. Carried.

**MSC** Barbara Sharp moved and Boyd Pratt seconded to affirm the **July 2022 Payroll** dated July 25<sup>th</sup>, 2022 in the amount of \$72,291.26. Carried.

## 8) REPORTS

### Director Report (Laurie Orton)

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

- In her report Laurie mistakenly wrote that the changes in the Spanish children's materials was made by Brenna, but it was in fact Elizabeth. Thank you, Elizabeth!

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

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

- We have hired a second PSA, Kasey Rasmussen. She starts on August 22<sup>nd</sup> and will work from 3-5pm on the Children's Desk and the Front Desk.

### 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 noted that on page 31 of the Board Report is the Substitute budget (10.0009). It is at 96% spent for the year. This is because we meant to make the change to the new staff structure about three months ago so we have been spending down the substitute budget and not spending the PSA budget, though that will shift soon.
- Karen asked about the change in the substitute role and Laurie explained that Substitutes will still work Saturdays, circulation shifts, programs, and fill in for PSAs and other staff on the desks.
- Laurie also noted that on page 33 the travel budget shows as 97% spent but we will be receiving a \$2,000 reimbursement from the state soon.

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

Amy's written report was noted.

- Amy sent the Board and staff an updated list of speaking points about the New Building Project.
- Amy hoped to have more confirmed pledges at this point but some major donors want to wait until the bond vote passes to commit, including many of the donors associated with the San Juan Island Community Foundation. Amy does still have upcoming meetings with donors later in the year and is optimistic about the possibility of pledges being confirmed this year.
- Barbara Sharp recommended that Amy meet with the Soroptimists.

## **9) NEW BUSINESS**

### **9a) Bond Election Update**

- The approved bond resolution from the last Trustee's board meeting was submitted to the County.
- A minor wording inconsistency between the explanatory statement and the resolution was found and amended.
- The language of the "Ballot Title" was edited for clarity and now reads "Library Bonds to Build a New Library."
- The pro and con statements have been submitted to County Elections. Lynn Weber-Roochvarg, Beth Helstien, and Bill Appel wrote the pro statement and Mike Carlson wrote the con statement. Laurie Orton read the con statement to the board.
- There is an external public campaign committee for the bond vote operating independently of the Library entitled "Vote Yes For Our SJ Library" (VoteYesForOurSJLibrary.com). They will have their own booth and materials at the fair to urge voters to support the new library.
- Trustees and staff can volunteer at this booth as private citizens and can also use the bumper stickers that will come out soon.

### **9b) San Juan County Fair**

- The Library's open hours during the Fair will be shortened to 10-3, Wednesday, Thursday, and Friday. It will be slow in the Library and the shortened hours will allow staff to take shifts at the Fair booth.

- Rowan outlined our proposal for the SJI Community Foundation Fair Matching Grant Program. The San Juan Island Library Inclusivity Initiative reads: Your Library is developing new ways to celebrate a variety of voices in our community. Your support will help us launch programming inviting BIPOC and LGBTQNIA2S+ writers, historians, and artists to share their stories. A portion of the funds will also purchase a service to translate the online library catalog for Spanish-speaking patrons. The grant ask is \$8,000, which has already been approved by the Community Foundation.
- There is a different competition every day to win additional grant prizes.
- We have a Library bond fact sheet to hand out to the public.
- Karen Vedder mentioned an article she read recently about a Michigan Library which was going to have to close. The community was upset about the titles being offered and voted down the Library levy. Karen noted that we are very lucky not to be in that situation.

9c) Change Naming Policy from 5.10 to 5.11

- Laurie made an error when she wrote the new 5.10 Naming Policy, and there was already an Epidemic and Pandemic Response Plan labeled 5.10. The Naming Policy will be changed to 5.11.

**MSC** Mark Madsen moved and Boyd Pratt seconded to change the Naming Policy number in the policy manual. Carried.

**ADJOURNMENT**

The Board agreed to send Barry Jacobson (a former Board member) a note of condolence for his wife Robin's recent passing.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to adjourn the meeting at 3:57 pm. Carried.

Respectfully submitted:

DocuSigned by:  
*Barbara Sharp*  
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Barbara Sharp  
Board Secretary

Approved:

DocuSigned by:  
*Karen Vedder*  
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Karen Vedder  
Board President